



Missing Receipt Form

This form is to be used as documentation only if the original receipt, invoice or online order confirmation is unavailable for purchases. It should only be used on an exception basis, repeat usage of this form is considered non-compliant with purchasing policy and can result in card cancellation.

Cardholder Name: _____ Last 4 Digits of Card: _____
Department: _____

Reason for missing receipt:

Vendor Name: _____
Date of Purchase: _____

Transaction Details:

Item Description	Purpose	Quantity	Unit Price	Amount
			Total Cost	

Cardholder: By signing this form, I certify that the above transaction was made for Crosspoint Community Church related business only.

Signature: _____

Date: _____