

Reed College
Purchasing Card Missing Receipt(s) Form
Please complete and place in your PCard envelope.

Date: _____

I, _____, have either (please check one):
Not Received
Misplaced

Purchasing Card receipt(s) totaling \$ _____.

Statement Cycle Date: _____ - _____

Vendor	Item(s)	Description*	Amount

***Per IRS Regulations, Travel & Entertainment Expenses should include who, why, when and where in your description.**

- Examples:
 1) Lunch at Thai Orchid with Donor XYZ on 3/31/10 to discuss pledge
 2) Airfare to Accounting Conf in Phoenix 3/17-19/10 for prof development

I certify the expenses listed above were purchased on behalf of Reed College and not for personal use. I am submitting this form in place of the original receipt(s).

Cardholder Signature: _____ Date: _____

Banner ID#: _____

Approver Name: _____
Please Print

Approver Signature: _____ Date: _____