

## Cal-Card Missing Receipt Form

This form is to be used only if the actual receipt, invoice, or internet order confirmation is not available for a specific transaction purchased with Sacramento City Unified School District's Cal-Card. Use of this form in lieu of an actual receipt should be a rare exception. This form must be filled out completely and signed by the cardholder and approving official.

**Cardholder Name:** \_\_\_\_\_ **School/Department:** \_\_\_\_\_

**DETAILS AND EXPLANATION REGARDING LOST RECEIPT**

Provide a detailed description (dates and times) of steps taken to obtain original receipt, replacement receipt.

**Merchant Name:** \_\_\_\_\_

**Merchant City/State:** \_\_\_\_\_ **Merchant Phone:** \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

Item(s) Purchased	Purpose / Description	Amount
		\$

**Tax Charged** \_\_\_\_\_

**Total Amount of Purchase** \$ \_\_\_\_\_

**CARDHOLDER:** I certify that the above is true and correct to the best of my knowledge.

<b>Cardholder Name - Printed</b>	<b>Cardholder Signature</b>	<b>Date</b>
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<b>Approver Name - Printed</b>	<b>Approver Signature</b>	<b>Date</b>
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The *Missing Receipt Form*, along with supporting documents should be attached to the monthly reconciliation requisition with statement.