



Important: This form is to be completed only when all measures to obtain a required receipt have been exhausted. This form should be completed by the person who incurred the expense. This form should be retained within the department with your PCard transactions.

Section 1: Cardholder Information			
Emerson ID		Name	
Campus Address		Dept.	
Email Address		Supervisor	

Section 2: Receipt Information			
Receipt was:	<input type="checkbox"/> Lost <input type="checkbox"/> Never Received <input type="checkbox"/> Other: (specify)		
Vendor:		Amount:	Date:
Description of item(s) on receipt:			

Section 3: Business Purpose
<i>Please provide a concise but clear business purpose for transaction even if the type of transaction may inherently imply a business purpose (toner, paper, pens, lab supplies, etc.). If a meal, document the purpose of the meeting/meal, where it was held and who attended (or a number if more than 10). This will ensure adequate documentation for audit purposes.</i>

Section 3: Approvals	
<i>I understand that this form may not be used on a routine basis and that the overuse may result in losing the privilege of providing this form in lieu of a receipt. I certify that the amount shown is the amount actually paid, and that I will not submit a duplicate claim, and that I have not and will not seek claim for these expenses from another source. I understand and have read the College Business Expense Policy.</i>	
Cardholder	
Approver	