



EASTERN CONNECTICUT STATE UNIVERSITY

Purchasing Card Documentation Form or Missing Receipt Form

This form may be used for phone orders or when a receipt has been misplaced.

Complete Sections 1-6 for a phone order

Complete Sections 1-7 for a missing receipt

(1) Vendor:	(2) Date of Purchase:	(3) Purchase Amount:
(4) How Ordered: [Check One] Phone <input type="checkbox"/> Mail <input type="checkbox"/> Internet <input type="checkbox"/> Fax <input type="checkbox"/> in Person <input type="checkbox"/>		
(5) Description of Purchase: [List items purchased]: Attach second page if additional space is required. <hr/> <hr/> <hr/> <hr/>		
(6) Justification: [Purpose] <hr/> <hr/> <hr/>		
(7) As cardholder, I _____ certify that the above purchase was made for Cardholder's Name [Please Print] Official University business and this form is being submitted in lieu of the receipt. <hr/> Signature <hr/> Date		
Note: Repeated use of this form in place of a missing receipt will result in temporary suspension of your Purchasing Card.		