

West Texas A&M University
Procurement Card
Supplemental Documentation/Missing Receipts Form

Date _____

Cardholder Name _____

Department _____

Please complete all sections, print and include with Transaction Log. Please attach any documentation from the vendor/merchant. This form is to be used only as additional documentation when:

(Please Check reason)*

Vendor does not provide invoices or receipts, attach vendor documents (required. Explain * _____

Original invoice or receipt is incorrect. (List payment and explain reason for change* _____

Receipts not available (Explain why receipt not available)* _____

Other (Explain below)* _____

Vendor Name _____

Vendor Address _____

Vendor City _____

Vendor State _____

Vendor Zip _____

Vendor Telephone # _____

Date of Purchase _____

Amount of Purchase _____

Description of Goods/Service _____

Name of Person Completing Form _____

Phone # _____

Cardholder
Signature _____

Senior Administrator
Signature _____