

INSTRUCTIONS FOR COMPLETING LOST/ MISSING RECEIPT FORM

***All sections need to be completed**

➤ *** Enter Cardholders Information**

- Enter Current Date
- Cardholder's Name (For CTS Account- Enter the person that lost the receipt)
- Last 6 digits of credit card or CTS account number
- Type of Card
- Agency Name and Business Area

➤ *** Complete Missing Receipt Information** *(Use One Form per Lost Receipt)*

- Vendor/Merchant Name
- Vendor City, State
- Date of Purchase
- Justification of Purchase- Detailed explanation for why the item was purchased
- List the items that were purchase and the amount
- Total Amount- Should be same amount that shows on statement

➤ **Employee Understanding and Signature** ***Required Signature**

*Cardholder checks the reason receipt was lost, signs and date the application

*Agency Designated Liaison prints name, signs and date the application

*Manager/supervisor of cardholder prints name, signs and date the application.

*Agency Liaison-This employee is appointed by the Agency Director or CFO to manage, and coordinate the cards/accounts within the agency. This person serves as the main reference point between the agency and the Office of State Procurement.

The form should be attached to your monthly statements or transaction log.

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