Accounts Payable
237 Schwartz Center
Kent, OH 44242

Phone: 330-672-2607
Fax: 330-672-6385
www.kent.edu/controller/accountspayable

Substitute Purchasing Card Receipt

The Substitute Purchasing Card Receipt form must be completed by the cardholder, if a duplicate receipt cannot be obtained from the merchant. This form must be maintained with the p-card statement and supporting documentation within the cardholder's department.

Cardholder Name: _____ Last 4-digits: _____

Merchant Name: _____ Transaction Date: _____

Itemize the Purchase:

Quantity	Item Description	Transaction Amount
	Total Purchased:	

The cardholder is responsible to contact the merchant to request a duplicate

Was a duplicate receipt requested from merchant? ☐ Yes ☐ No

Reason an itemized receipt or original invoice is not available for this purchase: _____

I acknowledge that I am missing, have misplaced, or the vendor did not supply a receipt. I certify that the items listed above were valid business expenditures in compliance with Administrative Policy Regarding Use of the Purchasing Card, 7-02.16.

_____ _____
Cardholder Signature Date

_____ _____
Purchasing Card Approver Date