

DEPARTMENT OF ADMINISTRATION STATE  
FINANCIAL SERVICES DIVISION  
STATE PROCUREMENT SERVICES DIVISION

<http://sfsd.mt.gov/>  
<http://spsd.mt.gov>

STATE OF MONTANA



**PROCUREMENT CARD MISSING RECEIPT FORM**

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt Form should be completed. This form should be retained by department accounting with all other procurement card receipts and documentation.

I am missing a receipt for: \_\_\_\_\_  
Description of Transaction

Vendor: \_\_\_\_\_ Transaction Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Receipt was (Check One)

Lost       Never Received       Other \_\_\_\_\_

Business Purpose of Transaction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that a Missing Receipt form should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt form may revoke the privilege of providing a form in lieu of a receipt.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Supervisor Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date