

DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
STATE PROCUREMENT BUREAU

[gsd.mt.gov](http://gsd.mt.gov)



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**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, signed by the employee and the employee's supervisor, and attached to the card statement. This form should be retained by department accounting with all other procard 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