

# DOUGLAS COUNTY/J.P. MORGAN CHASE PURCHASING CARD LOST RECEIPT FORM

This form is required for any purchasing card transaction that does not have documentation from the merchant. Frequent occurrences of lost (or lack of) documentation may result in the revocation of card privileges. Under certain circumstances, the cardholder may be required to reimburse the County for any expenses for which an original detailed receipt is not provided.

## REQUIRED INFORMATION:

Cardholder Name \_\_\_\_\_

Department/Division \_\_\_\_\_

Merchant Name \_\_\_\_\_

Transaction Date \_\_\_\_\_

Transaction Amount \_\_\_\_\_

Description of Purchase \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach any additional information, correspondence or justification regarding this transaction; please include an explanation/reason why the original documentation is not available.

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

\_\_\_\_\_  
Cardholder Name & Date

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Supervisor Name & Date

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