



State of Wyoming P-Card Missing Receipt Form

If original receipt is missing for any reason, the individual must contact the merchant to request a replacement receipt. A replacement receipt is always preferable to using this form. When this form must be used, it shall be completed by the individual cardholder and signed by the Agency P-card Coordinator.
***All Fields Are Required**

Name: _____

Agency: _____

Merchant Name: _____

Amount: \$ _____ Last 4-Digits of P-card: _____

Date of expense: _____

Description of Purchase/Business Justification: _____

Reason for Missing Receipt: _____

Cardholder Signature: _____

Date Form Completed: _____

P-card Coordinator Name: _____

P-card Coordinator Signature: _____

Date approved: _____

This form must be completed and signed for each transaction for which you do not have a receipt. Multiple instances of missing receipts may result in loss of P-card privileges.