INSTRUCTIONS FOR COMPLETING LOST/ MISSING RECEIPT FORM

*All sections need to be completed

* Enter Cardholders Information

- Enter Current Date
- o Cardholder's Name (For CTS Account- Enter the person that lost the receipt)
- o Last 6 digits of credit card or CTS account number
- Type of Card
- o Agency Name and Business Area

* Complete Missing Receipt Information (Use One Form per Lost Receipt)

- o Vendor/Merchant Name
- o Vendor City, State
- Date of Purchase
- o Justification of Purchase- Detailed explanation for why the item was purchased
- o List the items that were purchased and the amount
- o Total Amount- Should be same amount that shows on statement

Employee Understanding and Signature *Required Signature

*Cardholder checks the reason receipt was lost, signs and dates the application *Agency Designated Liaison prints name, signs and dates the application *Manager/supervisor of cardholder prints name, signs and dates the application

*Agency Liaison-This employee is appointed by the Agency Director or CFO to manage and coordinate the cards/accounts within the agency. This person serves as the main reference point between the agency and the Office of State Procurement.

The form should be attached to your monthly statements or transaction log.

* *

ARKANSAS DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES Office of State Procurement LOST/MISSING RECEIPT FORM

Cardholders should attempt to obtain				
Current Date Cardholder Last Name		Cardholder First Name Middle Initial		
Loot 6 digite of Credit Cord				
Last 6 digits of Credit Card		Card Type Purchase Card Travel Card CTS Account		
		— — —		
Agency Name		Agency Business Area		
Complete One Form Per Lost/Missing Receipt or Invoice				
Vendor/Merchant Name Vendor Merchant City/State Date of Purchase				
		·		
Justification for Purchase:				
Detailed Description of Items Purcha	ditional sheet if necessar	~v)	Item Amount	
			,	
Total Purchase Amount				
Employee Understanding/Signature *Required Signatures				
I certify that I made the purchase shown above for official State business only, but I do not have a receipt because (check all that apply):				
 I had a receipt but lost it I requested receipt/invoice, but vendor has not provided it 				
 Vendor did not provide a receipt 				
D Other				
	·			
This document will be used in lieu of rec obtaining original receipts may result in				
account.				In the use of my
*Cardholder Signature & Date:		*Approving Manager Nar	me (Please Prin	it):
*Liaison Name (Please Print): *Approving Manager Signature:				
*Liaison Signature & Date:		Date:		