WESTERN OREGON UNIVERSITY

PROCUREMENT CARD MISSING RECEIPT MEMO

To: Procurement Card Manager, Business Services

As a one-time exception only, please accept this memorandum as certification of the missing receipt:

MISCELLANEOUS:				
Date of Purchase:		Amount of Purchase:		
Vendor:				
Item (s) Purchased:				
Explanation for missi	ng receipt and action	(s) taken to retrieve a	copy of the receipt:	
I understand that a suspension as a user			ents may result in revocation or	
Card Custodian		Dep	Departmental Approval	
(Card Custodian for PCard)		(Bu	udget Authority for PCard)	
Signature	Date	Signature	Date	
Print Name & Title		Print Name & Title	Print Name & Title	