



Purchasing Card Lost Receipt Form

This form is to be used in an emergency situation and only used if the actual receipt, invoice, packing list or internet order screen print is unavailable for a transaction made on the Purchasing Card. IT IS NOT to be used as a purchasing standard and can only be used a maximum of four (4) times per year. Usage that exceeds this yearly limit will result in a loss of your purchasing privileges with the Purchasing Card. This form must be filled out COMPLETELY and signed by the Site Manager.

*List below why the original receipt, packing list, invoice or other appropriate substitute is missing.
*Authorized Signature of Site Manager

*Description	*Purpose	Cost
Weber School District is exempt from state tax. Tax Exempt Number E33034		Order Total \$ _____

* Supplier Name	
Phone Number	
Supplier's City and State	
*Date order placed	
*Placed by	
Order placed with <small>(Name of supplier's representative)</small>	

*Required Information