

U.S. Bank Transaction Reference # _____
Applicable to Expenses over \$75

UCSF P-Card Declaration of Missing Receipt

Submit this form to your P-Card Reviewer/Approver if the original receipt was lost or misplaced, no copy is available, or if an itemized receipt was not available.

I, _____, declare that (Check applicable box below)
(Cardholder Name)

The original receipt is not attached because:

- Receipt was lost and all measures to obtain a duplicate receipt have been exhausted
- Receipt was unavailable
- Other: (Please explain in space below)

Note: The attached charges are the amount actually paid and will not be paid from any other source.

Cardholder Signature

Date

Print Name

Reviewer/Approver Signature

Date

Print Name

For Card Program Services Use Only

Receive Date: _____

Process Date: _____

Processed By: _____