

**WILLAMETTE UNIVERSITY**  
**JP MORGAN CHASE PURCHASING CARD**  
**MISSING RECEIPT DOCUMENTATION**

THIS FORM SHOULD BE COMPLETED FOR ANY PURCHASING CARD TRANSACTION THAT YOU DO NOT HAVE A RECEIPT FOR.  
PLEASE ATTACH THIS FORM TO YOUR STATEMENT OF CHARGES.

Transaction Date	Merchant	Description of Transaction & Business Purpose	Transaction Amount	Receipt will be sent to Acct'g within 2 weeks	Explanation of your attempt to obtain receipt Contact information for receipt retrieval
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____
					Contact Name: _____ Recent Contact date: _____ What contact person said: _____

I hereby certify the following:

- All items purchased on this Purchasing Card transaction were for University use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University in any other manner for this transaction.
- Original document is not in Cardholder's possession at this time and will be turned in within 2 weeks.
- Cardholder acknowledges that repeated lack of documentation could result in suspension of their Purchasing Card.

_____ Cardholder name: (Please print)	_____ Signature	_____ Date
--	--------------------	---------------