



# p-CARD MISSING DOCUMENTATION FORM

Once completed submit to  
**Teodor Dornea** [teodor.dornea@k12northstar.org](mailto:teodor.dornea@k12northstar.org) or  
**Lonnie Smith** [lonnie.smith@k12northstar.org](mailto:lonnie.smith@k12northstar.org)

Auditing standards require original documentation to support all payments for products, services or reimbursements. In the event that an Authorized Purchaser or staff member loses a receipt or other original documentation, this form must be completed and signed by the Supervisor, thereby authorizing payment. ***Use of this form for grant-funded transactions is not permitted.***

*If you were not provided with an itemized receipt, or you have lost your receipt and the vendor is unable to provide you with a copy, please complete this form. **PLEASE NOTE: use of this form more than twice in one fiscal year will result in suspension of cardholder's p-Card account for the remainder of the current fiscal year.***

PRINT EMPLOYEE NAME	"F" NUMBER	LAST 4 NUMBERS ON p-CARD
SCHOOL OR DEPARTMENT	SUPERVISOR NAME	
PLEASE DESCRIBE WHY DOCUMENTATION WAS NOT PROVIDED:		
VENDOR NAME		
DATE OF PURCHASE	AMOUNT	
DETAILED LIST OF ITEMS (be specific; include more information than just "supplies" or "food". A detailed description is one that lists specific items such as "paper", "binders" or book title.)		COST
(Attach another piece of paper, if more space is needed to list items)		
The purpose of this purchase was:		
By signing this form, I confirm that I have used the p-Card according to the procedures and guidelines set in the <i>Purchasing Card Program Cardholder Procedure Manual</i> and that I have not purchased any personal items, prohibited items or alcoholic beverages. The above items are a true and accurate detailed description of what I purchased.		
Employee Signature	Date:	
Supervisor Signature	Date:	