



## State of Wyoming P-Card Missing Receipt Form

If original receipt is missing for any reason, the individual must contact the merchant to request a replacement receipt. A replacement receipt is always preferable to using this form. When this form must be used, it shall be completed by the individual cardholder and signed by the Agency P-card Coordinator.  
\*All Fields Are Required

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Last 4-Digits of P-card: \_\_\_\_\_

Date of expense: \_\_\_\_\_

Description of Purchase/Business Justification: \_\_\_\_\_

\_\_\_\_\_

Reason for Missing Receipt: \_\_\_\_\_

\_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

P-card Coordinator Name: \_\_\_\_\_

P-card Coordinator Signature: \_\_\_\_\_

Date approved: \_\_\_\_\_

This form must be completed and signed for each transaction for which you do not have a receipt. Multiple instances of missing receipts may result in loss of P-card privileges.