



This form is to be used as documentation only if the actual receipt, invoice, or internet print screen is unavailable for a transaction made with the Purchasing Card. It will be allowed only as a rare circumstance, and can only be used a maximum of two (2) times per school calendar year. Usage that exceeds this yearly limit (or a third strike) will result in the loss of your Purchasing Card privileges. **This form must be filled out COMPLETELY and signed by the Administrator over that budget.**

Cardholder Information

Cardholder Name: _____ Card No. _____
 Department: _____ Work Phone: _____

Why is the original receipt, packing list, invoice, or other appropriate substitute missing?

Supplier Information

Supplier Name: _____ Phone Number: _____
 City and State: _____
 Date of Purchase: _____
 Order placed with (name of supplier's representative): _____

Item Description	Qty	Unit Price	Amount
Order Total			\$

JSD is exempt from Utah Sales Tax. Tax Exempt Number **11930858-003-STC**

Cardholder Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____