

Financial Services Department Phone: (321) 608-7010 | Fax: (321) 608-7048

Missing Receipt Form

This form is to be used to document a missing itemized receipt. Use of this form 3 times in a 6 month period is considered a violation. A violation will result in the suspension of your p-card. Reinstatement of your p-card will need approval from the Director of Finance.

Department: Transaction Type: Reason for missing receipt:	Purchasing Card			
Reason for	Purchasing Card	Travel Evnence		
		Haver Expense	Petty Cash/Other Accounts Payable	
	Lost Other:			
Merchant Name:				
Location:				
	City	State	State	
Business Purpose:				
Amount: \$	Purchase Date:			
no portion of this claim any other source in the	was provided free of charge	, previously reimbursed for ion of this reimburseme	ficial City of Melbourne business and that rom any other source, or will be paid from ent be found non-compliant with City of s of being notified.	