

ProCard Lost Receipt Memo

Cardholder Name:

Work Phone:

Employee Number:

Date Purchased:

Vendor Name:

Vendor Street Address, City, State, Zip:

Description of Items Purchased	Quantity	Unit Price	Extended Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Tax	<input type="text"/>
		Freight	<input type="text"/>
		Total	<input type="text"/>

Please accept this memo as evidence of purchase in lieu of the original receipt. I am aware that excessive instances of list receipts/invoices may result in my card being revoked.

Date:

Cardholder Signature