

Missing Receipt Form

For ProCard or Expense Reimbursement Documentation

ProCard - or - Expense Reimbursement

Transaction ID (ProCard):

Transaction Date:

Posted Date:

Merchant Name:

Amount:

Transaction Note (justification/business purpose):

Explanation of why documentation is currently unavailable:

Provide details regarding the efforts to obtain a copy of the original receipt from the merchant:

Cardholder/Employee Name

Cardholder/Employee Signature

Date

Approvers Name

Approvers Signature

Date

Submit this form to the appropriate department in lieu of missing ProCard or Expense Reimbursement documentation.

Procurement Card Administration

820 N. Michigan Ave. Suite 1313

Chicago, IL 60611

(p) (312) 915-8750

(f) (312) 915-8705

ProCard-Admin@luc.edu

Accounts Payable

820 N. Michigan Ave. Suite 602

Chicago, IL 60611

(p) (312) 915-8760

(f) (312) 915-8736

Payables@luc.edu