

**DEPARTMENTAL PROCUREMENT CARD
SUPPLEMENTAL RECEIPT FORM**

This form should be completed when the only available documentation from a vendor does not meet the requirements of University policy. In all cases, this form must be attached to documentation obtained from the vendor. **The Supplemental Receipt Form is not acceptable as the only documentation of a purchase with the procurement card.** Check the appropriate boxes below and provide the necessary supplemental information.

Vendor receipt did not include the following required information:

Transaction Date _____

Vendor Name _____

Amount _____

Item(s) Purchased _____

(attach additional list, if necessary)

The documentation from the vendor is not in a form acceptable according to University policy, as follows:

The documentation is **not** a receipt, charge slip, packing slip, printout of e-mail or web page transaction confirmation, or (for subscriptions only) a copy of a renewal notice or initial subscription request. Describe the attached document and explain why an acceptable document was not obtained from the vendor.

The documentation is a duplicate (e.g., photocopy) of the original. Explain why the original is not available.

Cardholder Name

Card Number

Signature

Date

Note: This form must be maintained on file with related receipts and procurement card statements in the department for six years.