

**Lost, Stolen or Missing Receipt Documentation
Gladstone School District
Procurement Card Program Support Form**

From: _____ **Department:** _____

To: School Director of _____

Subj: Documentation of Lost, Stolen or Missing Receipt for Purchase made with Agency Procurement Card

I, _____, hereby certify that I did procure the following item(s) with a GSD Procurement Card at _____:
Vendor Name, address and phone number

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Grand Total _____

I hereby certify that the following circumstances resulted in my lost or missing receipt(s):

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	P-Card User Signature	_____	Date
	_____	Supervisor/Administrator's Signature	_____	Date
	_____	Director of Finance Signature	_____	Date