



**OFFICE OF PURCHASING**

615 W. Missouri Avenue, Midland, Texas 79701

Office: 432-240-1961 | www.midlandisd.net

### Missing Receipt Form

(Complete one *Missing Receipt Form* per transaction)

Cardholder Name: \_\_\_\_\_ P-Card Number (last 4 digits): \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Transaction Total: \$ \_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Order # \_\_\_\_\_

**Business Purpose:**

- Professional Development
- Athletic
- School Event
- Other: \_\_\_\_\_

**The receipt was (check applicable):**

- Lost
- Not Received
- Damaged
- Other: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_