



Sam Houston State University
A Member of The Texas State University System
Procurement and Business Services

Missing Receipt Documentation/Problem Resolution

This form is to be used in the event of a missing receipt for Card or Travel expenses. This form should also be used to document contact with vendors regarding a price discrepancy, credit refund, taxes charge, tip, on the Card.

Transact67 Od, àL !t m @]"N°œ°P_____

Signature: _____

Signature: _____ -

Card or Travel

purchase:

ATTACH THIS FORM TO THE P-CARD OR TRAVEL EXPENSE REPORT FOR
DOCUMENTATION/AUDIT PURPOSES