

MEMO IN LIEU OF RECEIPT FORM

Purchase Card Program

FROM: _____
(Last Name) (First Name) (Department)

DATE: _____

The receipt for my purchase in the amount of \$ _____ purchased from
_____ is not available.
(insert vendor name)

This is what I bought: _____

The reason that the receipt is not available is because:

- 1) I lost it. While it does happen, I understand I have to do better in this regard.
- 2) It was a phone order or other situation in which I never obtained a receipt.
- 3) Other: _____

My signature certifies that the referenced purchase is a valid city purchase for which the city taxpayer and/or ratepayer should pay.

I, _____, request that finance accept this documentation in lieu of a receipt.
(Signature)