



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 P-Card and Travel expenses. This form should also be used to document contact with vendors regarding a price discrepancy, credit refund, taxes charged, tip overage, etc. on the P-Card.

Transaction Date: _____

Vendor Name: _____

Charge Amount: _____

Department: _____

Cardholder Signature: _____

Dept. Head Signature: _____
(Required for PCard Only)

Provide in detail an explanation of any problems associated with this P-Card or Travel purchase:

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