

Substitute Memo for
Missing Receipt or Documentation
LBCC P-card

I, _____ affirm the charge or credit item, dated _____,
 on my LBCC P-card for \$ _____, although missing the original receipt(s) or
 documentation, is a valid College business expense as detailed below.

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- 1) Purpose for purchase: _____
- 2) Item(s) purchased: _____

- 3) Reason/nature of circumstances receipt became missing: _____

- 4) Steps taken to obtain a copy from the retailer/seller: _____

- 5) Measures I will take to prevent reoccurrence: _____

Printed Name: _____ Date: _____

Signature: _____

Department: _____ Phone Ext.: _____

OFFICE USE:					
SCORE					
INSTANCE					
PERQTY					