Statement of Lost or Missing Pcard Receipt

Not to be used for purchases exceeding $100

The Washoe County School District purchasing card was used as follows:

Card Assigned to: _____

Purchaser: _____

Date: _____

Location: _____

Item Purchased: _____

Total Amount: _____

The receipt was lost or misplaced and I have been unable to obtain a duplicate.

_____ _____
Card User Date

_____ _____
Card Approver Date