

OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS

Purchasing Card
Lost/Missing Receipt Notification Form

This form is to be completed for **each** charge on the KCSOS Purchasing card when receipts are missing. Form must be completed in entirety and included with the statement submitted for payment.

Vendor Name _____

Date of Charge _____

PO # _____

Itemized detail of purchase:

Item Purchased	Quantity	Amount per item	Total
1. _____	_____	\$ _____	\$ _____
2. _____	_____	\$ _____	\$ _____
3. _____	_____	\$ _____	\$ _____
4. _____	_____	\$ _____	\$ _____
5. _____	_____	\$ _____	\$ _____
6. _____	_____	\$ _____	\$ _____
7. _____	_____	\$ _____	\$ _____
8. _____	_____	\$ _____	\$ _____
9. _____	_____	\$ _____	\$ _____
	Subtotal of Charge		\$ _____
	Tax		\$ _____
	Other Charges		\$ _____
	Total-Must Agree with amount on Purchase Card Statement		\$ _____

Explanation of why no receipt submitted with statement reconciliation:

Cardholder Signature

Director/Administrator Signature