



Procurement Card Missing Receipt Form

This form is submitted in lieu of an original receipt.

Should the original receipt become available, it should be scanned and emailed to the Program Administrator at procardmailbox@roundrocktexas.gov

Employee Information:

Cardholder Name: _____
Department/Division: _____
ProCard Account # _____ *(last 8 digits only)*

Purchase Detail:

Statement Code: _____
Vendor Name: _____
Total Amount: _____
Transaction Date: _____
Org Code: _____ / Object Code _____

Items Purchased:

Description:

I certify the transaction shown above was purchased for City of Round Rock business:

Cardholder Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____