

I, \_\_\_\_\_, have either not received or misplaced a Procurement Card receipt totaling \$\_\_\_\_\_. This expense was on behalf of Florida Tech.

This form is submitted in lieu of the original receipt.

Reference Number \_\_\_\_\_ Date \_\_\_\_\_

Supplier \_\_\_\_\_ Amount \_\_\_\_\_

List Item Purchased/Index No./Account No.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the amounts shown above were expended for Florida Tech business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Administrator \_\_\_\_\_ Date \_\_\_\_\_