



Request for Exception to Required Receipt

For the detailed payment services receipt policy, [click here](#)

This form is to be used as documentation to replace a missing receipt ONLY after a reasonable effort is made to secure a duplicate receipt and should be submitted with the appropriate PCard statement for commodities purchases or included in the Expense Report Receipt Package for travel related charges.

This is a request for an exception to USF procedure, which may be denied. The form requires cardholder, Traveler and Department Head signatures. Please note that repeated failure to secure receipts for business expenses may result in suspension or cancellation of the PCard, or denial of reimbursement.

Cardholder Name:		Transaction Date:	
Merchant Name:		Transaction Amount:	

Description of Item(s)		Cost of Item(s)	
1.		\$	
2.		\$	
3.		\$	
4.		\$	
Total Purchased		\$	

****MUST INCLUDE THE BUSINESS PURPOSE****

State the reason for missing receipt, describe attempts made to request a duplicate receipt from the merchant (include names/dates/phone numbers and attach emails used in requesting documentation):

I validate that the above listed Item(s) were purchased by me and that a reasonable attempt was made to obtain an itemized receipt from the merchant.

Cardholder Date

Traveler Date

Department Head Approval Date