Jefferson Lab
Thomas Jefferson National Accelerator Facility
Exploring the Nature of Matter

Lost Purchase Card Invoice/Receipt Memorandum

FROM: _____ (Cardholder's Name)

TO: VARC, MS 28A, Room 8
Attention: JLab PCard Coordinator

SUBJECT: Missing Purchase Card Documentation, including file with monthly statement

DATE: _____

This form is required to document any missing JLab PCard invoices/receipts. **Complete and submit the form with your reconciled monthly statement**. Invoices/receipts are required to support each transaction that you reconcile on your monthly PCard statement. These documents are needed as backup to your PCard log entries and are maintained as permanent payment files. They are subject to internal and external audit.

The cardholder must make **all** reasonable efforts to contact the vendor to obtain any missing documents BEFORE completing this form. If you are unable to obtain an invoice/receipt, a vendor packing slip will meet this requirement. ***Frequent or repeated failure*** to submit or to obtain missing documents will be considered administrative misuse of the PCard. This may result in the **SUSPENSION OR CANCELLATION** of your PCard account.

Cardholders: If you are being notified to replace a missing/lost invoice this form must be completed and reviewed, signed, & dated by your Approving Official **within 5 business days** of receipt. Return the completed form to Dena Polyhronakis, VARC, MS 28A.

Statement Date: _____

Required Information (include Vendor's name, amount of transaction, and transaction posting date):

1. _____
2. _____
3. _____
4. _____

Description of Goods (include name or keyword for all major items):

1. _____
2. _____
3. _____
4. _____

Brief Statement of Your Efforts to Obtain a Replacement Invoice (Include name of contact, phone #, & date)

1. _____
2. _____
3. _____
4. _____

Cardholder Signature	**Date**	**Approving Official**	**Date**