

DU/DUHS
CORPORATE CARD MISSING RECEIPT FORM

I, _____, have either not received or misplaced a Corporate Card receipt totaling \$_____. This expense was on behalf of Duke.

This form is submitted in lieu of the original receipt.

Reference Number:

Date:

Supplier:

Amount:

Items purchased:

I certify that the amounts shown above were expended for Duke 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/Chairman

Date

Department _____