

WASHINGTON COUNTY, ARKANSAS PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES

Form for Lost/Unobtainable Procurement Card Receipt

****THIS FORM MUST HAVE TREASURER'S RECEIPT ATTACHED FOR PROCESSING****

RECEIPT/DOCUMENT NUMBER (Displayed on EIC): _____

DATE OF PURCHASE: _____

CARDHOLDER NAME: _____

DESCRIPTION OF PURCHASE: _____

TOTAL PURCHASE AMOUNT: _____

RECEIPT WAS (CHECK ONE) _____ LOST _____ NOT OBTAINABLE

I, _____, the undersigned do certify that the above purchase was made for Washington County business.

CARDHOLDER SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

WASHINGTON COUNTY DISPUTED ITEM FORM