

## Appendix B

### MILLARD COUNTY CREDIT CARD MISSING RECEIPT FORM

This form is to be used as documentation only if the actual receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on a Millard County Credit Card. It will be allowed only as a rare circumstance. **It must be filled out COMPLETELY and signed by a Commissioner.**

#### \*Cardholder Information

<b>Cardholder Name:</b>		<b>Account #:</b>	
<b>Department:</b>		<b>Extension:</b>	

#### \*Why is the original receipt, packing list, invoice, or other appropriate substitute missing?

#### \*Supplier Information

<b>Supplier Name:</b>		<b>Phone #:</b>	
<b>City &amp; State:</b>			
<b>Date of Purchase:</b>			
<b>Supplier Rep's Name:</b>			

*Item Description	Quantity	Unit Price	Amount
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**\*Order Total .....**

**Millard County is exempt from sales tax in most instances. Tax Exempt #:87-6000298**

**\*Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**\*Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_**

*\* = Required Information*

**NOTE: Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the Credit Card or other disciplinary action may be taken.**