



SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION

LEADERSHIP ■ COMMUNITY ■ SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

CAL-CARD MISSING RECEIPT FORM

Cardholder/Approving Official must fill out the following form:

Date of Purchase / Service:

Vendor Name:

Description of Purchase:

Quantity Purchased:

Dollar Amount:

Steps taken to obtain a duplicate copy:

Reason you were unable to obtain receipt/invoice:

This form should be used only occasionally. It is the Cardholder's responsibility to obtain a self-explanatory receipt/invoice from the vendors. SLOCOE rarely approves payment without a receipt. Justification to obtain proper documentation is required.

Date:

Cardholder Signature: _____

Approving Official Signature: _____