



PROCUREMENT CARD
RECEIPT FORM
(Office Depot, Walmart, Lowes)

ATTACH RECEIPT HERE

(ONLY ONE RECEIPT PER PAGE)

NAME OF EMPLOYEE

DATE OF PURCHASE

VENDOR

DESCRIPTION OF ITEM PURCHASED:

ACCOUNT (MUST MATCH WITH ITEMS PURCHASED)

SIGNATURE EMPLOYEE

DATE

SIGNATURE SUPERVISOR

DATE

*PLEASE MAKE A COPY OF THIS PAGE WITH THE ATTACHED RECEIPT FOR YOUR DEPARTMENT RECORDS
THE PERSON THAT MADE THE PURCHASE WILL BE RESPONSIBLE FOR OBTAINING COPIES OF LOST RECEIPTS.*