

Business Services

University of Arkansas Form for Lost/Unobtainable Procurement
Card Receipt

WORKDAY VERIFICATION NUMBER (PC/ER#): CARDHOLDER NAME: ______DATE OF PURCHASE: _____ MERCHANT NAME: ______ DESCRIPTION OF PURCHASE: TOTAL PURCHASE AMOUNT: _____ RECEIPT WAS (CHECK ONE): LOST NOT OBTAINABLE PLEASE PROVIDE BRIEF EXPLANATION OF WHY RECEIPT WAS NOT OBTAINABLE: I, _____, the undersigned do certify that the above purchase was made for University of Arkansas business. CARDHOLDER SIGNATURE DEPARTMENT HEAD SIGNATURE DATF DATE Cardholder and Department Head are the same individual.

Business Services Revised 7/2025

1001 East Sain Street · UPTW 101 · Fayetteville, Arkansas 72703 · (479) 575-2551 · (479) 575-4158 The University of Arkansas is an equal opportunity institution.