



Imperial County CAL-CARD Missing Receipt Form

County of Imperial – Procurement Services

1. Transaction Information

- Cardholder Name: _____
- Department / Division: _____
- Statement Month: _____
- Date of Purchase or Service: _____
- Vendor Name: _____
- Vendor Location (City, State): _____
- Total Amount Charged: \$ _____

2. Purchase Description

Provide a clear description:

3. Efforts to Obtain Receipt

Steps taken to obtain duplicate or itemized receipt:



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Reason original receipt is unavailable:

Note: Excessive use of missing receipt forms may result in revocation of Cal-Card privileges (intranet.imperialcounty.org).

4. Business Justification

Explain the business purpose:

5. Certification

Cardholder Certification:

I certify the expense was for official County of Imperial business. Despite reasonable efforts, the receipt is unavailable, and the information provided is accurate.

- Printed Name: _____
- Signature: _____
- Date: _____

Approving Official Certification:

I acknowledge review of this explanation and confirm the purchase is valid and appropriate.

- Printed Name: _____
- Signature: _____
- Date: _____



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6. Required Attachments

- ☐ U.S. Bank Cal-Card statement or distribution report
- ☐ Distribution of Charges form with business purpose
- ☐ Evidence of attempts to obtain receipt
- ☐ Other documentation (e.g. confirmation, packing slip, invoice)

7. Submission Instructions

- Submit this form alongside the **Imperial County CAL-CARD Distribution of Charges Form** and supporting documents.
- The complete packet must be forwarded to the County's **Auditor-Controller and Procurement Services** within five (5) working days after the billing cycle statement is issued (typically by the 10th of the following month) (intranet.imperialcounty.org)
- Retain copies per county retention policy.