



Out of Policy - Missing Procurement (Visa) Card Receipt

Today's Date

<u>Date of Transaction</u>	<u>Amount</u>	<u>Merchant Name</u>	<u>Description</u>
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I confirm that I do not have receipt(s) for transactions listed above and will ensure that I will obtain and keep receipts of future transactions on my University of Akron Procurement Card:

Procurement Card User

Procurement Card User Signature