

Nye County Comptroller

Accounting – Contracts - Finance
Grants - Purchasing



Pahrump Office:

2101 E. Calvada Blvd., #200
Pahrump, NV 89048

Tonopah Office:

PO Box 3999 | 101 Radar Road
Tonopah, NV 89049

Purchasing Card Missing Receipt Form

*This form is **REQUIRED** for lost or missing purchasing card receipts. Every attempt must be made to obtain a copy of the **itemized detailed** receipt. This form should be used for **EACH** missing receipt, regardless of the dollar value.*

Cardholder Name:	
Department:	
Last 4 digits of Card Number:	
Date of Transaction:	
Vendor Name:	

#	Item Purchased and Purpose	Quantity	Unit Price	Amount
1				
2				
3				
4				
5				
			TOTAL	\$

By signing my name below I, _____, certify the following:
(Type or Clearly Print Name)

- 1) This purchase was made for OFFICIAL Nye County business;
- 2) I am aware the County requires original receipts for all purchases. By completing this missing receipt form, I acknowledge that I may be in violation of County policy. I also acknowledge that the continual submission of Missing Receipt Forms could cause the denial of my reimbursement, could possibly subject me to an internal audit and the card may be suspended for not providing original receipts.

Cardholder Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

One form must be complete for EACH missing receipt. Submit this form with your monthly BofA Statement.