



Lost/Unavailable Credit Card Receipt Declaration Form for individual transactions under \$75

Receipts must be provided where possible. This form is for exceptional circumstances and must be submitted where a receipt or duplicate cannot be produced.

This form should also be submitted with Credit Card transactions if receipts have been lost for any transaction under \$75

Card Holder Name:	
Card Holder Position:	
<ol style="list-style-type: none"> 1. This form is to be completed when the original receipt has been lost or destroyed and only where a replacement cannot be obtained. 2. Upload Completed form in Promaster (Online Credit Card Portal) for the appropriate transaction in Promaster 3. Claim or transactions will not be approved without being supported by declaration form. 	
Description of Goods or Services purchased:	
Amount and GST status Include currency if overseas payment	
Supplier Name:	
Date of Expense:	
Circumstances of loss and any additional information	
Cardholder Declaration	I hereby declare that I have lost or accidentally destroyed the original receipt and have made every effort to obtain a replacement but have not been able to obtain one.
Cardholder Signature	