



Credit Card Procedure for Lost Receipt

Purpose: The purpose of this procedure is to outline the steps to be followed in the event that a receipt for a credit card transaction is lost or unavailable.

Scope: This procedure applies to all employees who use CeRTNA credit cards for business expenses.

Procedure:

1. Reporting:

- In the event that a receipt for a credit card transaction is lost or unavailable, the employee must immediately report the incident to their supervisor or the designated finance department representative.

2. Documentation:

- The employee should provide as much detail as possible about the transaction, including the date, amount, and description of the purchase, as well as the name of the vendor.

3. Search Efforts:

- The employee should make reasonable efforts to locate the missing receipt, such as checking their email for electronic receipts, contacting the vendor to request a duplicate receipt, or reviewing their personal records.

4. Lost Receipt Form:

- If the receipt cannot be located, the employee must complete a Lost Receipt Form, providing all relevant details of the transaction.

5. Approval:

- The supervisor or finance department representative must review and approve the Lost Receipt Form. Approval indicates that the supervisor or finance department is satisfied with the explanation provided by the employee.

6. Reconciliation:

- The finance department will reconcile the credit card statement with the Lost Receipt Form and any alternative documentation provided by the employee.

7. Approval for Payment:

- Once the reconciliation is complete, the finance department will approve the transaction for payment, provided that all other documentation and approvals are in order.



8. Record Keeping:

- Copies of the Lost Receipt Form, alternative documentation, and any approvals should be retained for record-keeping purposes.

9. Training and Awareness:

- Employees should be trained on the importance of keeping receipts for credit card transactions and the procedures to follow in the event of a lost receipt.

Note:

- Employees should make every effort to retain receipts for all credit card transactions to ensure timely and accurate reporting of expenses.