



**DEPARTMENT OF JUVENILE JUSTICE  
FINANCE & ACCOUNTING**

**PENDING/ MISSING PC ALERT RECEIPT FORM**

CARDHOLDER NAME: \_\_\_\_\_

ORDER DATE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

PURCHASE AMOUNT: \_\_\_\_\_

DESCRIPTION OF PURCHASE: \_\_\_\_\_

QUANTITY ORDERED: \_\_\_\_\_

DO/MA NUMBER: \_\_\_\_\_

SHIPPING AND HANDLING CHARGES, IF ANY: \_\_\_\_\_

OTHER CHARGES, IF ANY DESCRIBE: \_\_\_\_\_

\_\_\_\_\_

**Cross Reference Invoice#** \_\_\_\_\_

RECEIPT WAS (check one): \_\_\_\_\_ LOST \_\_\_\_\_ NOT OBTAINABLE

**I CERTIFY THAT THE ABOVE PURCHASE WAS MADE FOR OFFICIAL STATE BUSINESS.**

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**PCARD STAMP HERE:**