

# California Resources Corporation

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Los Angeles

## Missing Pcard Receipt Form

The Pcard report titled \_\_\_\_\_ in the amount of \_\_\_\_\_ is missing a required receipt. IF no receipt is available, **please complete this form**, and forward to your approving manager for their signature. Once complete, please attach to your expense report and submit it through the CRC Expense system.

This form may not be used for Lodging or Club Dues expense(s) due to IRS regulations. Please request those types of documentation from the Hotel or Country Club directly.

**Date of Charge:** \_\_\_\_\_

**Type of Expense\*:** \_\_\_\_\_

**Description of Expense:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

I understand that this form is to be used for exception purposes only when original receipts are not available as required.

\_\_\_\_\_

**Employee Signature**

\_\_\_\_\_

**Approving Manager's Signature**

\_\_\_\_\_

**Date**

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