

# Missing Receipt Form

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Type:  College Purchasing Card  Out-of-Pocket Expense: Expense Report

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Date of Purchase:

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Location of Purchase (Include vendor name and address):

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Itemize the Purchase: Items purchased, Description of item(s), (attach additional sheet(s) if necessary

Amount spent:

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Business Purpose for Purchase:

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Reason receipt is missing and why you cannot obtain a copy:

What attempts have been made to request a duplicate receipt from the merchant? (Please include names, dates, phone numbers or emails used in requesting documentation from the merchant.)

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I understand that a Missing Receipt Form may not be completed on a routine basis and that overuse may revoke the privilege of providing a Missing Receipt Form in lieu of a receipt. I certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source.

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Employee Name (Last/First/Middle) Please Print

Employee's Signature (required)

Date

Approving VP Signature (required)

Date

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