

Missing Receipt Form

Type: University of Purchasing Card Out-of-Pocket Expense

Date of Purchase:

Location of Purchase (Include vendor name and address):

Amount Spent and Items Purchased (attach additional sheet(s) if necessary):

Business Purpose for Purchase:

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

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. I understand that violation of this policy may result in disciplinary action, including termination.

Employee Name (Last/First/Middle) Please Print

Employee's Signature (required)

Date

Approving Budget Manager's Signature (required)

Date

Note: For items that are \$25 or more and were not paid for with a university-issued purchasing card, please attach canceled check or credit card receipt as proof of payment.