

Missing Receipt Form

Today's Date: _____ **Department:** _____

Purchaser's Name: _____

This form is to be used when an invoice, receipt, or other supporting documentation is misplaced or not received. Standard procedure is to submit the original receipt as supporting documentation for expenditures. When an invoice or receipt is not available this form must be attached to the reimbursement claim or P-Card Statement.

Date of Purchase: _____

Reason(s) Itemized receipt is not obtainable:

The following is a breakdown of the purchase(s) for which reimbursement is requested

<u>Items Purchased</u>	<u>Amount</u>	<u>Org / Obj Code</u>	<u>Vendor</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total \$ _____

Please accept this form as evidence of purchase in lieu of the original receipt. I certify I am not, and will not be claiming reimbursement through any other source. I am aware additional substantiation of expenditure may be requested and excessive instances of lost receipts, or substitutions for the original receipts, may affect my ability to obtain future reimbursements through the use of this form.

Purchaser/Claimant's Signature

Date

Approving Official Signature

Date

Approving Official Title