

This form is to be used only when an invoice, receipt, or other supporting documentation is not available.

Standard procedure is to submit the original receipt of invoice as backup for purchases.

The purchaser should make every effort to get a receipt or other documentation to support the expense.

If the missing receipt is for travel or entertainment purposes, please include all IRS required information (who, what, when, where, why).

This entire form must be completed when the originals are not available. Please be aware that sales or use tax must be charged on each transaction where the original receipt is not available to prove that the tax has been paid.

Section I - Cardholder Information

 Name on the card

 Last four digits of card number

 Person who made the purchase

 Department who made the purchase

Reason for Missing Receipt: Lost Receipt
 Vendor did not provide
 Other - explain

Section II - Transaction Information

 Vendor:

 Date of Purchase:

 Transaction Amount:

Charge to:

| | | | | |
|--------------|-------------------|------------------|----------------|----------------------------|
| <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Fund (XX) | Account (XXXX) | Function (XX) | Dept (XXXX) | Project (if applicable) |

Description and Purpose of Purchase:

Section III - Approvals

 Employee Name

 Employee Signature

 Date

 Approver Name

 Approver Signature

 Date