



University Finance Office

MISSING RECEIPT FORM

Purchase Information:

Date of Purchase:

Location of Purchase (Include vendor name and address):

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

Business Purpose for Purchase:

Reason receipt is missing and a copy cannot be obtained:

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.

Print Name

Signature

Date

Approving Manager's Print Name

Approving Manager's Signature

Date