



Missing Receipt Form

Name:

Date of Purchase:

Location of Purchase (Include vendor name and address):

Amount Spent and Items Purchased (use back if necessary):

Business Purpose for Purchase:

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

I certify that the information provided above is truthful.

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.