



Missing Receipt Form

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt form should be completed. This form should be submitted and retained with all other receipts and documentation.

I am missing a receipt for _____
Description of Transaction

Vendor: _____ Transaction Date: _____ Amount: \$ _____

Receipt was (Check One)

☐

Lost

☐

Never Received

☐

Other _____

Business Purpose of Transaction:

I understand that a Missing Receipt form should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt form may revoke the privilege of providing a form in lieu of a receipt.

Employee Signature

Supervisor Signature

Employee Name Printed

Supervisor Name Printed

Date

Date