



# Missing Receipt Form

This form is to be used as documentation only if the actual receipt, invoice, packing list or internet order screen print is unavailable.

## Payment Information

Payment type      P-Card                                      Corporate Card                                      Other

## Receipt Information

Date paid                                      \_\_\_\_\_

Vendor name                                      \_\_\_\_\_

Vendor Location      City                                      \_\_\_\_\_                                      State                                      \_\_\_\_\_

Amount Paid                                      \_\_\_\_\_                                      Account No.                                      \_\_\_\_\_

Item description

Statement of reason for unavailable receipt

\_\_\_\_\_

## Employee Certification

I, \_\_\_\_\_                                      \_\_\_\_\_  
(PRINT employee name)                                      (Title)

certify that the foregoing transaction receipt is not available or obtainable. The information listed above is true and accurate, and the amount shown is legally due.

Employee signature                                      \_\_\_\_\_                                      Date                                      \_\_\_\_\_

Approver signature                                      \_\_\_\_\_                                      Date                                      \_\_\_\_\_

Controller signature                                      \_\_\_\_\_                                      Date                                      \_\_\_\_\_