



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 _____