

Missing Receipt Form

This form is to be used ONLY if the actual receipt, invoice, packing list, or internet order confirmation is not available. It will be allowed only in extenuating circumstances. It must be filled out completely. This form will not be accepted for missing Hotel Folios.

Accounts Payable

Individual Name: _____

Southeast ID: _____

VENDOR INFORMATION

Vendor Name: _____ Purchase Date: _____

Transaction was made: In-store On-line by Phone Amount of Transaction: _____

Transaction was paid with: University Purchasing Card Cash Personal Credit Card (attach copy of statement) Personal Check (attach copy of cleared check, front & back)

Explanation for why receipt is missing:

Explain the attempts made to obtain a replacement receipt or documentation from the vendor:

DESCRIPTION OF TRANSACTION

(List Items, Quantities, & Amounts) (Attach additional pages if needed)

Description	Quantity	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose:

CERTIFICATION AND SIGNATURE

All items purchased on this transaction were for University use. No personal purchases were made.

Individual will not seek reimbursement from the University in any other manner for the items purchased on this transaction.

Original documentation is not in the Individual's possession for the reasons stated above.

Individual acknowledges that repeated instances of missing or incomplete transaction documentation may result in revocation of card privileges or denial of reimbursement.

Individual Signature: _____ Date: _____

By signing this form, I agree that the above transaction was for business purposes. The Individual was reminded that itemized receipts are required for all transactions.

Supervisor Signature: _____ Date: _____

Vice President / Provost Signature: _____ Date: _____