



Missing Receipt Form

Date of Purchase

Location of Purchase (Include vendor name and address)

Amount Spent and Items Purchased

Reason receipt is missing and why you cannot obtain a copy

I understand that a Missing Receipt Form may not be completed on a routine basis and that overuse may revoke the privilege of providing a Missing Receipt Form in lieu of a receipt. I certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source. I understand that violation of this policy may result in disciplinary action, including termination.

Employee Name (Please Print)

Employee's Signature **Date**

Approving Manager's Name (Please Print)

Approving Manager's Signature **Date**