

## **Missing Receipt Form**

This form is to be used as documentation only if the original receipt is unavailable and attempts have been made to acquire a duplicate receipt from the vendor. This form must be filled out completely and signed by a supervisor.

Name of Cardholder: \_\_\_\_\_

Brief explanation why the original receipt is missing: \_\_\_\_\_

Vendor Name: \_\_\_\_\_\_

\_\_\_\_\_

Vendor City and State: \_\_\_\_\_\_

Date order was placed: \_\_\_\_\_

Item Description	Business Purpose	Item Price
	Receipt Total:	

Supervisor Name:		
Supervisor Signature:	Date:	

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