

Missing Receipt Form

Receipts are required for the following purchases:

- All purchases using the P-Card
- All non-P-Card purchases equal to or greater than \$75
- All lodging purchases
- All purchases charged to a grant or contract

This form is to be used when a receipt is not available to attach to the appropriate document (DPR, TER, etc.)

Purchaser should make every attempt to obtain a receipt before using this form.

(APPL09) (P-Card policy 6.2)

Supplier Name: _____

Supplier Address: _____

Date of Purchase: _____ Purchase Amount: \$ _____

Items Purchased: _____

Business Purpose: _____

Reason receipt is not available:

Explain the action steps taken to obtain a duplicate receipt:

As the Purchaser, by signing my name below I certify the following:

1. This purchase was made for official University business.
2. I am aware the University requires original receipts for this purchase and by completing this form, I acknowledge that I am in violation of University policy.
3. If this purchase was made on the University P-Card, the card may be suspended or cancelled for not providing original receipts.
4. No reimbursement of this expense has been or will be sought or accepted from any other source.

If required to send the receipt to the Controller's Office, please attach this form to your payment request along with a copy of official documentation which certifies the transaction occurred (i.e. personal credit card statement or cancelled check). If not required to send to the Controller's Office, keep this form in your files for a minimum of 18 months.

Print Purchaser Name

Signature of Purchaser

Date

Signature of Department Head/Authorized Approver

Date

Controller's Office Approval

Date