



Missing Receipt Form

This form is to be used when an invoice, receipt or other supporting documentation is misplaced or not received. The standard procedure is to submit the original receipt or invoice as supporting documentation for the expenditures. When an invoice or receipt cannot be provided, attach this completed form to the check request.

The Purchaser should make every effort to attain the original receipt, duplicate receipt or other documentation to support College expenses.

The Department Manager Approval is REQUIRED

Employee Name: _____

Department: _____

I certify that I made a purchase on behalf of Wabash College but do not have a receipt due to the following:

(Check all that apply)

The Vendor did not provide a detailed receipt.

I requested a duplicate invoice, but the Vendor was not able to provide one.

I have a receipt but am unable to locate it.

An order was placed via the telephone, fax or internet. The Vendor was unable to provide an invoice.

Vendor Name: _____

City, State: _____

Date of Purchase: _____

Amount of Purchase: _____

Account # to Charge: _____

Description of Item Purchased: _____

This form is submitted in lieu of the original receipt. I certify that the item listed above were purchased and received for Wabash College business purposes. I have made no previous claims for these expenses.

Employee Signature

Date

Authorized Signature

Date

Please use one form per missing receipt.