

## Missing Receipt Form

| 1. Payee Information |            |
|----------------------|------------|
| Name:                | Date:      |
| Phone:               | DMC email: |

| 2. Important Information  |
|---|
| <p>The Missing Receipt Form should be used on rare occasions and may not be used on a routine basis. Excessive use of a Missing Receipt Form may revoke the privilege of providing a form in lieu of a receipt. Excessive use is defined as using this form more than twice per fiscal year. Please make every effort to contact the vendor/merchant to request a copy of your missing receipt before using this form.</p> <p>The person above certifies that the amount shown is the amount actually paid; that the payee has not and will not submit a duplicate claim; and that the payee has not and will not seek a claim for these expenses from any other University source.</p> |

| 3. Missing Receipt Information |      |                                   |        |
|--------------------------------|------|-----------------------------------|--------|
| Supplier/Merchant Name         | Date | Business Purpose/Persons Involved | Amount |
|                                |      |                                   |        |

| 4. Receipt and Payment Information |       |                |          |
|------------------------------------|-------|----------------|----------|
| The Receipt was:                   | Lost  | Never Received | Other    |
| Payment Method:                    | PCard | Travel Card    | NET Card |

| 5. Approvals – I certify that the information provided has been reviewed and is accurate, allowable, and appropriate. It is within my budgetary authority to approve the expense(s). |
|--|
| <b>Payee</b>   |
| Print Name: _____ Signature: _____ Date: _____   |
| <b>Supervisor</b>  |
| Print Name: _____ Signature: _____ Date: _____   |

| For Card Services Office Use Only   | Date Stamp - Received |
|-------------------------------------|-----------------------|
| Reviewed and Approved:<br><br>Date: |                       |