



Missing Receipt Form

This form is to be used on a rare occasion when an invoice, receipt, or other support document was not provided by a vendor OR is lost and a duplicate cannot be provided. This form is NOT needed for **one-day parking charges up to \$50** customary and reasonable **tipping**:

- at hotels
- at business dinners, or
- for drivers.

Employee Name:

Vendor Name:
Vendor City & State:
Vendor Phone Number xxx-xxx-xxxx:
Date of Purchase xx/xx/xxxx:

Quantity	Unit Price	Description	Total Cost
Order Total: \$			

, 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 receipt.
- I requested a duplicate, but the Vendor was not able to provide one.
- I have a receipt but am unable to locate it.

/budget manager

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 xx/xx/xxxx
Supervisor or Budget Manager Signature	Date xx/xx/xxxx