SUU
Purchasing Office

Missing Receipt Form

This 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. It must be filled out completely and signed by a supervisor. ***Violations for missing receipt still apply.***

NAME OF CARDHOLDER: _____

BRIEF EXPLANATION WHY THE ORIGNAL RECEIPT IS MISSING: _____

_____

VENDOR NAME: _____

VENDOR CITY AND STATE: _____

DATE ORDER WAS PLACE: _____

ITEM DESCRIPTION:	BUSINESS PURPOSE:	ITEM PRICE:
	RECEIPT TOTAL:	

SUPERVISOR NAME: _____

SUPERVISOR SIGNATURE: _____ DATE: _____