

Wittenberg University Purchasing Card Missing Receipt Form



This form is to be used as documentation for a missing receipt **ONLY** if the merchant cannot produce duplicate documentation. It is allowed only in rare circumstances. The form is to be completed and signed by the purchaser. Be aware that repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the purchasing card or other purchasing privileges.

Name: _____

Merchant Name: _____

Document ID#: _____
(Requisition, Encumbrance or Purchase Order Info)

Merchant Address: _____

Transaction Amount: _____

Merchant Phone: _____

Date of Purchase: _____

Why is the receipt missing?		
What attempts have been made to request a duplicate receipt from the merchant? (Please include names, dates, phone numbers or emails used in requesting documentation from the merchant)		
Itemize the purchase and state the purpose for the expense (Add additional line items on a separate page if necessary)	Description of Item(s)	Cost of item(s)
		\$
	Tax (of applicable)	
	Total Purchased	

By signing this form, I certify:

- No original receipt is available
- I attempted to obtain an itemized receipt from the merchant
- The item(s) above was purchased for Wittenberg University purposes
- The amount of the expense is accurate

Signature: _____

Date: _____