

Lost/Missing Receipts Form

1. This form is to be used when an invoice, receipt, or other supporting documentation is misplaced or not received.
 - Missing receipt cannot exceed \$100.00.
 - Standard procedure is to submit the original receipt or invoice as supporting documentation for expenditures.
 - When an invoice or receipt is not available, attach this form to the purchasing card statement, check request, or travel expense reimbursement form.
2. The purchaser should make every effort to obtain a receipt or other documentation to support university expenses.
3. Supervisor approval is **required**.
4. For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.

Employee Information:	
Number	Name
Department	

Type of Transaction (check one):

- Purchasing Card
 Out-of-Pocket Expense
 Petty Cash/Other Accounts Payable

Reason for Missing Receipt (check one):

- Lost Receipt
 Vendor Provided None
 Other (explain below)

Explanation for Other:

Merchant (Payee) Name: _____

Location (City): _____

Location (State): _____

Amount _____

Purchase Date: _____

Description of Expenditure:

General Ledger Account #: _____

This affidavit is submitted in lieu of original receipt and attests:

- No original receipt for this expense is available
- I have attached duplicate of this receipt if available, and proof of payment if applicable
- The expense was incurred in the conduct of official business for Notre Dame de Namur University
- The item and amount of the expense are accurate
- No reimbursement of this expense has been or will be sought or accepted from any other source

EMPLOYEE'S SIGNATURE _____

Date: _____

APPROVER'S SIGNATURE _____

Date: _____