



MISSING RECEIPT FORM

If the receipt is not available complete the 'Missing Receipt Form'. This is a last resort with the understanding that you have done your due diligence in attempting to obtain the receipt.

DATE OF PURCHASE: _____

MERCHANT NAME: _____

PURCHASE AMOUNT:\$ _____

DESCRIPTION OF PURCHASE:

BUSINESS PURPOSE _____

RECEIPT _____ LOST _____ NOT ISSUED

I, _____, the undersigned do certify that the above
(print name) purchase was made for official University business.

DETAIL ATTEMPTS TO OBTAIN RECEIPT:

CARDHOLDER SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT

ABBIE JONES AT adjones@andersonuniversity.edu

KNOWLEDGE FOR YOUR JOURNEY