

Missing Receipt Declaration Form



I _____, have either not received or have misplaced a credit card receipt. This document will be used in lieu of a receipt for this transaction.

Date of Purchase: _____ **Vendor:** _____ **Amount: \$** _____

Item(s) Purchased:

(Include item description, quantity and unit price, business purpose for each item, G/L Account and Fund/Class for each item)

Item Description	Quantity	Unit Price	Business Purpose	Line Item	Fund

What attempts were made to obtain a duplicate copy of the receipt from the vendor?

(Include all pertinent information used in requesting documentation from the vendor, including: names, dates, phone numbers, or emails as available.)

I certify that the amounts shown above were purchased and received for Extension business purposes. I understand that the recurring loss of receipts may result in the suspension or termination of credit card privileges.

Purchaser (Signature/Date)

Supervisor (Signature/Date)