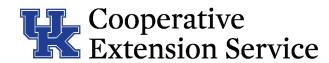
Missing Receipt Declaration Form



I	, have either	not received or have	misplaced a credit card receipt. This o	document will be used i	n lieu of a
receipt for this transaction.					
Date of Purchase:	Vendor:	Amount: \$			
Item(s) Purchased: (Include item description, quan	tity and unit price,	, business purpose for	each item, G/L Account and Fund/Cla	ass for each item)	
Item Description	Quantity	Unit Price	Business Purpose	Line Item	Fund
What attempts were made to (Include all pertinent information	•		vendor, including: names, dates, phone	numbers, or emails as av	ailable.)
I certify that the amounts show receipts may result in the suspe	•		or Extension business purposes. I und leges.	erstand that the recurr	ing loss of
Purchaser (Signature/Date)					
Supervisor (Signature/Date)					