

Missing Receipt Form

This form is to be used as documentation for a missing receipt ONLY if the merchant cannot produce duplicate documentation or if there are fraudulent transactions on a P-Card holder's account. It is allowed only in a rare circumstance. 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 P-Card or other purchasing privileges.

Name: _____

Merchant Name: _____

Document ID #: _____
(Requisition, Encumbrance, PO, Infor ER/PR)

Merchant Address: _____

Transaction Amount: _____

Merchant Phone: _____

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 (Add additional line items on a separate page if necessary)	Description of Item(s)	Cost of Item (s)
		\$
	Tax (if 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 Liberty University purposes or the charges are considered to be fraud
- The amount of the expense is accurate

Signature: _____ Date: _____