

# University Missing Receipt Form

**PURPOSE:** Use this form in lieu of any lost/missing original or itemized receipts claimed on your RWU T&E Reimbursement Request Form or P-Card Statement

*Please note this form **MUST** be signed by the appropriate dean, manager or supervisor*

Department Name:

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Card Name:

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Transaction Date:

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Merchant:

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Transaction Amount:

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Items Purchased:

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Reason for Missing Receipt:

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Signature of Dean or Director:

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Date:

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