

Missing Receipts Form

Date	Vendor	Description of Items Purchased	Amount

Receipts Are Not Available Because:

By signing below, I, the Requestor, certify that the original receipt(s) for the expense(s) recorded above was/were lost and a copy could not be obtained from the vendor. I certify that these expenses for which I am seeking reimbursement have not been submitted for reimbursement in the past and will not be submitted in the future beyond this current request. I also certify that the above expenses do not include purchases for alcohol or ammunition.

Requestor:	Signature:
-------------------	-------------------

Department Head:	Signature:
-------------------------	-------------------