

Missing/Inadequate Receipt Form

Receipts/Invoices are required for the following purchases:

- All purchases using the P-Card
- All non-P-Card purchases equal to or greater than \$75
- All lodging purchases
- All purchases charged to a grant or contract

This form is to be used when a receipt/adequate receipt or invoice is not available for P-Card purchases or TER.

An inadequate receipt/invoice is missing one or more of the following: Supplier name, supplier address, date of purchase, total purchase amount, or an itemized list of the items purchased.

Purchaser should make every attempt to obtain a receipt/invoice before using this form.

(APPL09) (P-Card policy 6.2)

Charge to: Fund _____ Org _____ Account Code _____ Activity Code (if applicable) _____

Supplier Name: _____

Supplier Address: _____

Date of Purchase: _____ Purchase Amount: \$ _____

Items Purchased: _____

Business Purpose: _____

Reason receipt/invoice is not available:

Explain the action steps taken to obtain a duplicate receipt/invoice:

As the Purchaser, by signing my name below I certify the following:

1. This purchase was made for official University business.
2. I am aware the University requires a receipt/invoice for this purchase and by completing this form, I acknowledge that I am in violation of University policy.
3. If this purchase was made on the University P-Card, the card may be suspended or cancelled for not providing receipts/invoices.
4. No reimbursement of this expense has been or will be sought or accepted from any other source.

If required to send the receipt to Accounting Services, please attach this form to your payment request along with a copy of official documentation which certifies the transaction occurred (i.e. personal credit card statement or cancelled check). If not required to send to Accounting Services, keep this form in your files for a minimum of 18 months.

Print Purchaser Name

Signature of Purchaser

Date

Signature of Department Head/Authorized Approver

Date