



## Missing Receipt Form

This form may be used when a receipt has been misplaced.

Vendor:	Date of Purchase:	Purchase Amount:
How ordered: In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Internet <input type="checkbox"/>		
Description of Purchase: (List items purchased): _____ _____ _____ _____ _____ _____		
Justification: (Purpose) _____ _____ _____ _____		
As cardholder, I _____ certify that the above purchase was made for official Foundation business and this form is being submitted in lieu of the receipt.  _____ Signature <span style="float: right;">Date</span>		

**NOTE: Repeated use of this form in place of a missing receipt may result reimbursement being denied.**

**If you have any questions please contact Maria Veilleux at x78479.**