



Missing Receipt Form

(This form may be used when a receipt has been misplaced)

Vendor:	Date of Purchase:	Purchase Amount:
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How ordered:			
In person	Phone	Mail	Internet

Description of Purchase:

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	Print Name	Date

Note: Repeated use of this form in place of a missing receipt may result in the reimbursement being denied

If you have any questions, please contact Maria Veilleux – X78479