

College Credit Card Missing Receipt Form

This form can be used in the rare circumstance that a receipt cannot be replaced by the vendor for a College credit card charge. It is the responsibility of the employee to retain receipts for their monthly College credit card statement (aka expense report) or to obtain replacement copies from the vendor. **ALL MISSING RECEIPTS ARE SUBJECT TO THE FINAL APPROVAL OF THE DIRECTOR OF FINANCE.**

Employee Name:

Vendor Name:

Transaction Date:

Amount: \$

- ☐ Tolls
- ☐ Parking Meter
- ☐ Vending Machine

☐ Other, please detail why a replacement receipt cannot be obtained:

College business purpose for the expense:

My signature certifies that I have made this purchase for a qualified College business expense as noted above and that repeated use of this form can result in the loss of my College credit card.

Employee's Signature:

Date:

My signature certifies that I am aware that repeated use of this form can result in the loss of the College credit card for this employee.

Vice President's Signature:

Date: