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| **No Receipt Given Documentation for Credit Card Statements**This form can be used in the circumstance that a receipt is not given for small purchases such as tips, tolls, parking meters and street food vendors. Foreign currency fees do NOT require documentation.  |
| Employee Name:  |
| Transaction Date: | Vendor Name:  | Amount: $ |
| * Tolls
* Parking Meter/booth
* Vending Machine
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | College Business Purpose: |
| Transaction Date: | Vendor Name:  | Amount: $ |
| * Tolls
* Parking Meter/booth
* Vending Machine
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | College Business Purpose: |
| Transaction Date: | Vendor Name:  | Amount: $ |
| * Tolls
* Parking Meter/booth
* Vending Machine
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | College Business Purpose: |
| Transaction Date: | Vendor Name:  | Amount: $ |
| * Tolls
* Parking Meter/booth
* Vending Machine
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | College Business Purpose: |
| Transaction Date: | Vendor Name:  | Amount: $ |
| * Tolls
* Parking Meter/booth
* Vending Machine
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | College Business Purpose: |
| Transaction Date: | Vendor Name:  | Amount: $ |
| * Tolls
* Parking Meter/booth
* Vending Machine
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | College Business Purpose: |
| Transaction Date: | Vendor Name:  | Amount: $ |
| * Tolls
* Parking Meter/booth
* Vending Machine
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | College Business Purpose: |
| 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. |
| Supervisor’s Signature: | Date: |