

# Missing Receipt Form

This form is to be used as documentation for a missing receipt ONLY if the merchant cannot produce duplicate documentation or if there are fraudulent transactions on a P-Card holder's account. It is allowed only in a rare circumstance. The form is to be completed and signed by the purchaser. Be aware that repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the P-Card or other purchasing privileges.

Name: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Document ID #: \_\_\_\_\_  
(Requisition, Encumbrance, PO, Infor ER/PR)

Merchant Address: \_\_\_\_\_  
\_\_\_\_\_

Transaction Amount: \_\_\_\_\_

Merchant Phone: \_\_\_\_\_

<b>Why is the receipt missing?</b>		
<b>What attempts have been made to request a duplicate receipt from the merchant?</b> <small>(Please include names, dates, phone numbers or emails used in requesting documentation from the merchant.)</small>		
<b>Itemize the purchase</b> <small>(Add additional line items on a separate page if necessary)</small>	<b>Description of Item(s)</b>	<b>Cost of Item (s)</b>
		\$
	<b>Tax (if applicable)</b>	
	<b>Total Purchased</b>	\$

By signing this form, I certify:

- No original receipt is available
- I attempted to obtain an itemized receipt from the merchant
- The item(s) above was purchased for Liberty University purposes or the charges are considered to be fraud
- The amount of the expense is accurate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_