

Reed College

Purchasing Card Missing Receipt(s) Form

Please contact the vendor and ask for a duplicate receipt prior to filling out this request. If unable to retrieve, fill out this form and have your approver sign it. Lastly, upload this signed form to your expense report in place of the receipt/s.

Date: _____

I, _____, have either (please check one):

Not Received

Misplaced

Purchasing Card receipt(s) totaling \$_____.

Statement Cycle Date: _____ - _____

Vendor	Item(s)	Description*	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Per IRS Regulations, Travel & Entertainment Expenses should include who, why, when and where in your description.**

Examples:

- 1) Lunch at Thai Orchid with Donor XYZ on 3/31/10 to discuss pledge
- 2) Airfare to Accounting Conf in Phoenix 3/17-19/10 for prof development

I certify the expenses listed above were purchased on behalf of Reed College and not for personal use. I am submitting this form in place of the original receipt(s).

Cardholder Signature: _____ Date: _____

Banner ID#: _____

Approver Name: _____
Please Print

Approver Signature: _____ Date: _____