

## MISSING EXPENSE RECEIPT FORM

Employee Name:

Vendor:

Vendor Location:

Date of Purchase:

List Item(s) Purchased

Quantity

Price of Each Item

Extended Price

**TOTAL:**

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Employee Signature and Date:

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Approval Signature and Date (must be signed by a Dean or Vice-President)

This form is to be used only when all attempts to get a secondary receipt from the vendor have failed. It should be kept with your other documents.