



IMPERIAL COMMUNITY COLLEGE DISTRICT

Missing/Lost Receipt Form

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt form should be completed, signed and approved by the area supervisor.

Name of Purchaser:		
Department Name:		
Transaction date:		
Vendor:		
Total Amount:		
Description of purchase:		
Reason a receipt was not obtained:		
My signature below certifies that: <ul style="list-style-type: none">✓ I understand that a Missing Receipt form should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt form may revoke the privilege of providing a form in lieu of a receipt.✓ I hereby certify that the merchandise or service listed above has been received, that a duplicate copy of the invoice or receipt cannot be obtained, and that I have not and will not seek a claim for this expense from any other source.✓ I certify that the transaction amount documented above was incurred on behalf of the college as a legitimate business expense.		
Employee Name	Employee Signature	Date

Approvals

Supervisor/Manager/Dean	Date	Area Vice President	Date
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