

**Coe College
Business Office**

Missing Receipt Documentation

This form is required when you do not have the necessary receipt/documentation from the merchant.

Repeated use of this form as substitute documentation may result in credit card revocation or failure to be reimbursed for expenses.

Documentation from the merchant is required for **every** product purchased. Transaction documentation may be:

- Receipt and transaction slip from the merchant;
- Packing slip from the delivery (if the packing slip is the only documentation, it must show either the cost of each item or the total cost of the order);
- Invoice showing payment; or,
- Order form for dues, memberships, subscriptions, or similar items.

Transaction Information

Employee Name: _____ Merchant (Vendor) Name: _____

Department: _____ Purchase Date: _____

**Description, Cost of Items Purchased, Quantity (*attach additional sheet if necessary*).
Must list names of all individuals present for meals, registration fees, etc.**

<i>Description</i>	<i>Item Price</i>	<i>Quantity</i>	<i>Total Cost</i>

Receipt Total:

Reason original documentation is not available:

Employee Certification Signature

I hereby certify the following:

- All items listed above were for College use and no personal purchases were made;
- I will not seek reimbursement in any other manner for this transaction;
- Original documentation is not in my possession for the reasons stated above; and
- I acknowledge that repeated lack of documentation could result in revocation of my credit card or failure to be reimbursed for expenses.

Employee Signature

Date