

American University

Missing Receipt Form

For Internal Use Only
Upload with Transaction in Workday

This form is used as documentation only if the actual receipt, invoice, or packing slip is unavailable and you have explored all options to obtain a duplicate receipt from the vendor. This form must be **filled out COMPLETELY and signed by the Cardholder and appropriate Approver***.

Cardholder Information

Name:		Default GL Code:	
Phone:		Department:	

Why is the original receipt, invoice, packing slip, or other appropriate substitute missing?

What efforts were made to obtain duplicate documentation?

Vendor Information

Vendor Name:			
Vendor Address			
Date of Purchase			
Item Description	Quantity	Unit Price	Amount
		Total:	

Cardholder Signature: _____ Date: _____

Approver Signature: _____ Date: _____

Approver Name (Print): _____

*Appropriate Approver:
Cost Center Manager – Up to \$1000.00
Cost Center Hierarchy Manager – Greater than \$1000.00