

Massachusetts College of Liberal Arts

LOST / MISSING RECEIPT FORM

Purpose: Use when original receipt is not attached as back-up documentation for the pcard reconciliation.

Use one form per missing receipt.

Name of Cardholder:	Name of Vendor/Merchant:	
Telephone:	Transaction Date:	Transaction Amount:
Description and Business Purpose of the Expense:	Reason for Lack of Receipt:	

I incurred the expense as described above and have lost, misplaced, or did not receive the receipt. I have since contacted the vendor for a duplicate receipt but was not provided one. I am submitting this form in lieu of the missing receipt.

I certify that this is an accurate and proper charge for costs incurred while on official MCLA business and that I have not previously requested nor will I again request reimbursement for these expenses from any other source.

PRINT FORM AND SIGN

Cardholder Name:

Signature: _____

Date: _____

Vice President or
President Name:

Signature: _____

Date: _____