

# MISSING RECEIPT FORM

I, \_\_\_\_\_, have either not ~~received~~ or misplaced a receipt totaling \$ \_\_\_\_\_. This expense was on behalf of Florida Tech.

This form is submitted in lieu of the \_\_\_\_\_ receipt.

Transaction \_\_\_\_\_ Date \_\_\_\_\_

Supplier \_\_\_\_\_ Amount \_\_\_\_\_

List Item(s) Purchased:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reason for ~~missing~~ receipt \_\_\_\_\_

I ~~certify~~ that the amounts shown above were expended for \_\_\_\_\_ ~~Trade~~ business purposes. If charged to a grant or contract, I certify that the claimed ~~expenses~~ comply with the ~~conditions~~ of the ~~grant~~ or contract.

Cardholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Supervisor Name \_\_\_\_\_