

University Missing Receipt Form

PURPOSE: Use this form in lieu of any lost/missing original or itemized receipts claimed on your RWU T&E Reimbursement Request Form or P-Card Statement

Please note this form MUST be signed by the appropriate dean, manager or supervisor

Department Name:	
Card Name:	
Transaction Date:	
Merchant:	
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Fransaction Amount:	
tems Purchased:	
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Reason for Missing Receipt:	
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Signature of Dean or Director	
Date:	
Date.	

For RWU use only

Send to: Purchasing / Finance