



DOMINICAN UNIVERSITY

MISSING RECEIPT FORM

Use this form to report a missing receipt. *Please note that anytime a receipt has been misplaced or lost, the cardholder should request that the vendor provide a copy.*

Vendor Name: _____

Transaction Date: _____

Transaction Amount: _____

Nature of Transaction: _____

Explanation of Why Documentation is unavailable:

Please detail efforts to obtain copy of receipt from the merchant:

Itemized List of Purchase(s):

Employee/Cardholder Name: _____

Employee/Cardholder Signature: _____

Date: _____