

Western Oregon University

Missing Receipt Form

To: Accounting and Business Services

Date of Purchase: _____ Amount of Purchase: _____

Vendor: _____

Item(s) Purchased: _____

Explanation for missing receipt and action(s) taken to retrieve a copy of the receipt:

I understand that proper documentation is required for IRS compliance.

Employee

V#:

Print Name	Signature	Date

Budget Authority

Print Name	Signature	Date

Last 4 digits of Procurement/Travel Card: _____