

Stephens College  
Lost/Missing Receipt Form

This form is to be used when an invoice, receipt, or other supporting documentation is misplaced or not received. Standard procedure is to submit the original receipt or invoice as supporting documentation for expenditures. When an invoice or receipt is not available attach this form to the check request.

The purchaser should make every effort to attain a receipt or other documentation to support College expenses.

Supervisor approval is **required**.

For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.

This affidavit is submitted in lieu of original receipt and attests:

- No original receipt for this expense is available
- I have attached a duplicate of this receipt if available, and proof of payment if applicable
- The expense was incurred on behalf of Stephens College business
- The item and amount of the expense are accurate
- No reimbursement of this expense has been or will be sought or accepted from any other source

Description of expense:

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Amount: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Claimant Signature \_\_\_\_\_ Date \_\_\_\_\_

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