

Washington College Missing Receipt Declaration

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt Declaration should be completed. It should be signed by the employee and the employee's supervisor and submitted with the monthly credit card statement.

I am missing a receipt for: _____

Description of Transaction

I incurred the expense at: _____

Supplier Name

On _____ for \$ _____

Date

Expense Amount

The Receipt was (check applicable):

_____ Lost

_____ Never Received

_____ Other _____

Business Purpose of Transaction:

General Ledger Account _____

Persons involved (if expense is related to travel or entertainment)

I understand that a Missing Receipt Declaration should be used on rare occasions and may not be used on a routine basis. I further understand the excessive use of a Missing Receipt Declaration may revoke the privilege of the Washington College Corporate Credit Card.

I certify the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and I have not and will not seek a claim for these expenses from any other source.

Print Name

Employee Signature/Date

Supervisor Signature/Date