

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:

Transaction Amount:

Items Purchased:

Reason for Missing Receipt:

Signature of Dean or Director:

Date:
