



# MISSING RECEIPT FORM

The Missing Receipt form must be completed when a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted. The employee and the employee's Principal/Director need to sign the form before it is submitted with the employee's reimbursement requisition.

Rev. 7/2024

Name: \_\_\_\_\_ Campus/Department: \_\_\_\_\_

Incurred the expense at: \_\_\_\_\_ on: \_\_\_\_\_ for: \_\_\_\_\_  
(Date) (Amount)

Type of expense:  District Credit Card  Student Card # \_\_\_\_\_  Gas Purchase  
 Store Purchase\* (from "reimbursement only" vendors as noted on Awarded Vendor List)

Indicate items purchased: \_\_\_\_\_

\_\_\_\_\_

Specific Business Purpose of Transaction: \_\_\_\_\_

\_\_\_\_\_

Reason for Missing Receipt: \_\_\_\_\_

\_\_\_\_\_

Explain the steps taken to obtain the receipt: \_\_\_\_\_

\_\_\_\_\_

I understand that a Missing Receipt Form would only be used on rare occasions and not on a routine basis. I further understand that my privilege of being able to make purchases and/or the use of a district credit card may be revoked due to excessive use of a Missing Receipt form.

\*Missing Receipts for store purchases is limited to \$25 and anything greater will be at the employee's expense.

I certify that the purchase described above was approved and is within the purchasing requirements of my job. I also certify that all WISD's Purchasing and/or Travel Guidelines were followed.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director's Signature

\_\_\_\_\_  
Date