MISSING RECEIPT FORM

Employees must submit this form when seeking a payment or reimbursement for an expense, for which the receipt is missing, and an itemized duplicate cannot be obtained.

Completed forms with signatures and approvals should be attached with paperwork processing a payment or reimbursement. ***A separate form must be completed for each lost receipt.*** *This form is not intended to replace the requirement for obtaining itemized receipts.*

- For missing receipts paid by credit/debit card, a copy of the card statement should be provided with account numbers redacted.
- For missing receipts paid by check a copy of the canceled check with the MICR line redacted must be included.
- For missing receipts paid by cash a detailed account of the transaction must be included.

Date of Purchase	
Amount of Purchase	
Vendor Name	
Vendor Location/Address	
Description of item(s) purchased	

Meal Receipts

Did this meal benefit others than yourself? ☐Yes ☐No

If yes, provide names and their relation to district.	
What was the purpose of the meal?	

CERTIFICATION: This expense was personally incurred, relating to an approved expense, related to Northwest ISD business and has not been previously charged to the district, nor previously submitted for payment/reimbursement.

I do not have an itemized receipt for the listed transaction due to loss, destruction, or failure of vendor to provide a receipt. I have attempted to locate/receive a reprint from the vendor.

Lost receipts for meals/restaurants did not include the purchase of alcoholic beverages.

Habitual instances of not providing required documentation can be addressed as: the expense becoming the responsibility of the employee, reimbursement eligibility negated, and/or disciplinary action.

Employee Signature _____ Date _____

Organizational Approval _____ Date _____