

MISSING RECEIPT REPORT

I am unable to provide a receipt/invoice/charge slip for the following transaction for my reconciliation report of _____:
(month/year)

DATE OF TRANSACTION: _____

VENDOR NAME: _____

ADDRESS: _____

TRANSACTION TOTAL: _____

PROVIDE AN ITEMIZED LIST OF ALL ITEMS PURCHASED (If more than 10 items attach a list):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REASON FOR FILING: Lost Receipt _____

 Vendor refused to send _____

 Unable to obtain copy _____



Cardholder Signature

Cardholder Name (typed/printed)

Date