

HOLLINS UNIVERSITY  
ACCOUNTS PAYABLE DEPARTMENT

**MISSING RECEIPT FORM**

This form is to be used for lost or missing receipts over \$25.00. This form should not be used for single meals less than \$10.00. If the receipt is missing, please use the Expense Record Form instead.

**This form may not be used as a substitute for documentation which may be required by the IRS in the event of any audit. Acceptance of this form is subjected to approval by the University Controller.**

MERCHANT NAME: \_\_\_\_\_

DATE OF PURCHASE: \_\_\_\_\_

DESCRIPTION OF PURCHASE: (List items purchased)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUSINESS PURPOSE:

\_\_\_\_\_  
\_\_\_\_\_

PURCHASE AMOUNT: \$ \_\_\_\_\_

RECEIPT WAS (check one) \_\_\_\_\_ LOST \_\_\_\_\_ NOT AVAILABLE

I, \_\_\_\_\_, THE UNDERSIGNED DO  
(Type or Clearly Print Name)

CERTIFY THAT THE ABOVE PURCHASE WAS MADE FOR OFFICIAL UNIVERSITY BUSINESS.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

If you have any questions please call Donna Thomas at ext. 6220