

Macalester College Form

Missing Receipt Declaration

Business Services



MACALESTER

PURPOSE: A **Missing Receipt Declaration** is completed whenever a reimbursement or P-card receipt for a transaction of \$50 or more is lost or otherwise unavailable and all measures to obtain a copy have been exhausted.

PROCESS:

- The responsible individual completes a Declaration for each missing receipt over \$50.
- The individual signs and dates the Declaration.
- The individual submits the signed Declaration to his/her supervisor with the related reimbursement request or monthly P-card reconciliation envelope.
- The supervisor reviews the Declaration, signs it, and dates it to authorize acceptance of the Declaration in lieu of the missing receipt.

Please complete a separate Declaration for **each** missing receipt over **\$50**.

I am missing a receipt for:

Description of transaction, i.e. service or product purchased

I incurred this expense at:

Vendor name, e.g. store, restaurant, supplies, etc.

On:

Date

For: \$

Amount

The receipt was:

- Lost
- Never received
- Other _____

Internal Use Only

Approval _____
Date _____

The form of payment I used was:

- Cash
- P-card
- Personal credit card
- Personal check
- Other _____

Business purpose of the transaction:

Persons involved (if expense is related to travel or entertainment):

I understand that I am responsible for collecting and submitting original receipts for all Macalester-related purchases and that a Missing Receipt Declaration should only be used on rare occasions. I certify that the amount above is the amount I actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek reimbursement from any other source.

SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE