



Association of Universities for Research in Astronomy  
**Central Administrative Services**



## Missing Receipt Form

This form is to be completed as documentation only if the actual itemized receipt for the transaction is not available. The form must be completed in full, signed by the employee, the employees supervisor and submitted with your monthly reconciled statement or Travel Expense Report, or as directed.

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Description/Items Purchased:

Item(s):	Cost:

Why is the original itemized receipt missing?

\_\_\_\_\_

Business purpose of transaction:

\_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_