

UNIVERSITY CREDIT CARD PROGRAM LOST/MISSING ITEMIZED RECEIPT FORM

PLEASE COMPLETE THIS FORM AND SAVE IT AS "PRINT" PDF. TO SAVE A DOCUMENT AS A PRINT PDF, ONCE COMPLETED, SELECT "PRINT" AND THEN CHOOSE "SAVE AS PDF" AS YOUR PRINTER. THEN SELECT SAVE AND SAVE IT TO YOUR COMPUTER. IT WILL THEN BE AVAILABLE FOR ATTACHING TO THE CREDIT CARD TRANSACTION.

I, _____, have either misplaced or did not receive an itemized receipt for the credit card transaction described below that was charged to my Capital University credit card. This form is submitted in lieu of an original itemized receipt and attests that:

- ❖ No original itemized receipt for this expense is available after making attempts to acquire one.
- ❖ The expense was incurred on behalf of Capital University business.
- ❖ The item and amount of the expense are accurate.
- ❖ No reimbursement of this expense has been or will be sought or accepted from any other source.
- ❖ I understand that the Finance Office may contact the vendor to attempt to obtain an itemized receipt on my behalf.

Vendor Name:

Amount:

Date of Purchase:

Item Description:

Reason you were unable to obtain the receipt:

Date:

***** ATTACH THIS FORM TO YOUR CREDIT CARD TRANSACTION AS A REPLACEMENT RECEIPT. REMEMBER TO SAVE THIS DOCUMENT AS "PRINT" PDF.**