

University of Rhode Island **Missing Receipt Form**

Mail: University of Rhode Island 210 Flagg Road, 1st Floor Kingston, RI 02881-1966

This form is to be used as documentation **ONLY** if the actual itemized receipt/invoice is not attainable for a transaction. Use of this form in lieu of an actual receipt, should be a rare exception, not the rule. Please list any expense(s) paid with a PCard, TCard, personal credit card, or cash. The form must be filled out COMPLETELY, signed by the individual and approved by the Department Administrator.

Individual Information

Name:

Department:

Why is the original invoice, receipt or other appropriate substitute missing?

Vendor Information

umber:
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City and State:

Date of Purchase:

Purpose	Amount
Total	

Individual's Signature:	Date:
Dept. Admin. Signature:	Date:
Approval Signature:	Date:

(Office of Strategic Procurement)