



UNIVERSITY OF HARTFORD

Missing Receipt Form

If original receipt is missing for any reason, the individual should first contact the vendor to request a replacement, if feasible. If the vendor will not provide a replacement receipt, or an affidavit verifying the purchase, this form MUST be filled out by the individual and signed by the Dean, Director or Department Head.

Name: _____

Department: _____

Vendor Name: _____

Amount: \$ _____

Date of expense: _____

Business Purpose/details: _____

Reason missing: _____

Employee Signature: _____

Date form completed: _____

Dean, Director or Dept. Head Name: _____

Dean, Director or Dept. Head Signature: _____

Date approved: _____