

Missing Receipt Policy

Original receipts are required for both Expense Reports and Corporate Credit Card Statements. If for any reason an original receipt is missing, the employee is to contact the vendor or bank to request a replacement. If the vendor or bank cannot provide a replacement receipt or an affidavit verifying the purchase, the Missing Receipt Affidavit **MUST** be completed by the employee and signed by the Dean, Director, or Department Head.* This affidavit should only be submitted if attempts were made to replace the missing receipt and the following criteria (below) are met. **Our expectations are that this form should be used infrequently and only when all other measure to obtain a copy of a receipt have been exhausted – which we equate to preferably 2 or 3 times a year.**

1. Receipt is not a payment to an individual for services.
2. Receipt is for a purchase that serves a business purpose and provides a business benefit to the university.
3. There is documentation of steps taken to locate or replace the missing receipt.

It is possible to request replacement receipts or a verifying affidavit from certain places. The chart below provides examples on how to obtain duplicate receipts.

Amazon	Log into your Amazon account. Go to “Your Orders” and view order details. From here you can screenshot or print your receipt.
Local businesses	Go to your local store and ask for a duplicate receipt by supplying the date of the transaction and payment method used (credit card number).

If you are still unable to produce a receipt after contacting the vendor or bank and have met the above criteria, a Missing Receipt Affidavit must be completed and submitted to Financial Records. If the receipt is obtained after submitting a Missing Receipt Affidavit, it must also be submitted to Financial Records. Missing receipts over \$100 may require additional approval by the appropriate Vice President.

* A card holder cannot approve their own affidavit

Missing Receipt Affidavit

Our expectations are that this form should be used infrequently and only when all other measure to obtain a copy of a receipt have been exhausted – which we equate to 2 or 3 times a year.

I, _____, have either not received or have misplaced a receipt totaling _____.

Reference number _____ Transaction Date _____

Vendor _____ Last 4 digits of card# _____ Charge Acct # _____

Detailed description of charge, list of purchased items, and business purpose:

Detailed description of steps taken to obtain the receipt including DATES AND TIMES:

I certify that the amounts shown above were expended for Andrews University business purposes and have not previously been submitted for reimbursement to Andrews University or any other organization. If I subsequently find the original receipt, I will not submit it for further reimbursement. This form is being submitted in lieu of the original receipt, along with proof of payment, and does not include the purchase of a gift card unless noted. **I understand that repeated lack of documentation can result in revocation of my Corporate Credit Card.**

REQUIRED SIGNATURES*

Employee _____ Date _____

Dean, Director or Department Head _____ Date _____

VP (for receipts over \$100) _____ Date _____

*No stamps permitted

For office use only:

Submission # _____ Recorded by: _____