



# Missing Receipt Acknowledgement and Approval Form

*Note: The employee must attempt to obtain a copy of the original receipt from the vendor whenever feasible or possible.*

This form is to be used for only one missing receipt and must be signed by your supervisor.  
(Use multiple forms for multiple missing receipts.)

**Note: If you need a reimbursement please fill out a check request form.**

This form is required when a receipt has been lost and you are needing to:

- **Request a reimbursement.** Attach this signed form to the check request form.
- **Reconcile a PCard expense.** Attach this signed form to the related expense when reconciling your PCard statement.

I certify that the expense listed below was a valid expense related to Northwest University business, but the original receipt is lost or no longer available.

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

Date of Purchase: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature/Stamp

\_\_\_\_\_  
Date Signed

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**For Supervisor Only**

\_\_\_\_\_ I approve this form and will attach it to the PCard online transaction as a valid Northwest University business expense.

\_\_\_\_\_ I approve reimbursement of \$ \_\_\_\_\_ for the above employee as a valid Northwest University business expense.

\_\_\_\_\_  
Supervisor's Signature/Stamp

\_\_\_\_\_  
Date Signed