



MEMORANDUM FOR RECORD

DOCUMENTATION IN LIEU OF RECEIPT

Today's Date: _____

Transactions on the University issued credit card must be documented with itemized vendor receipts or invoices. If a receipt has been lost, or is otherwise unavailable, please fill out this form. Sign, date and have it signed by your supervisor in the space provided below. The approved copy of this form must be attached to your expense report.

TRANSACTION INFORMATION

Vendor Name: _____ **Transaction Date:** _____

Transaction Amount: \$ _____ **Tax Amount: \$** _____

Item (s) Purchased (Please print):

Date	Item Category	Price

Item (s) Purchased for:

Reason for missing receipt:

CERTIFICATION:

I _____ (Please Print), certify that the above purchase was made by me for University/Agency Business and I verify that there was no unallowable tax charged on this purchase. Additionally, if a business meal was purchased, I have documented the 5 IRS "W's".

Name: _____ **Date:** _____

Department Approval: _____ **Date:** _____