## MEMORANDUM FOR RECORD <br> DOCUMENTATION IN LIEU OF RECEIPT

## Today's Date:

$\qquad$

Name: $\qquad$ Report: $\qquad$ Report Key:

All transaction on the University Payment and Travel Cards require receipts. If a receipt has been lost, or is otherwise unavailable, please fill out this form. For Payment Cards, attach this form to the Procurement Card Expense Report. For Travel Cards, attach this form to the expense report in Concur.

## TRANSACTION INFORMATION

Item (s) Purchased (Please Itemize): \$

| Date | Item | Amount |
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Tax Amount: \$

| Date | Item | Amount |
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## Item (s) Purchased for:

## Reason for missing receipt:

## CERTIFICATION:

I $\qquad$ (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".

Signature: $\qquad$

Department Approval: $\qquad$ -

Date: $\qquad$

Date: $\qquad$

