

American University

Missing Receipt Form

For Internal Use Only

Upload and Link with Monthly Account Statement in PNC IntelliLink System

This form is used as documentation only if the actual receipt, invoice, or packing slip is unavailable and you have explored all options to obtain a duplicate receipt from the vendor. This form must be **filled out COMPLETELY and signed by the Cardholder and appropriate Approver***.

Cardholder Information

Name:		Default GL Code:	
Phone:		Department:	

Why is the original receipt, invoice, packing slip, or other appropriate substitute missing?

What efforts were made to obtain duplicate documentation?

Vendor Information

Vendor Name:			
Vendor Address			
Date of Purchase			
Item Description	Quantity	Unit Price	Amount
		Total:	

Cardholder Signature: _____ Date: _____

Approver Signature: _____ Date: _____

Approver Name (Print): _____

*Appropriate Approver: For transaction total under \$1000, business manager or supervisor.
For transaction total over \$1000, department Vice President or school Dean.