

K-State Student Union

Missing Receipt Acknowledgement for Corporate Credit Cards

Cardholder's name: _____ Today's date: _____

Vendor name: _____ Transaction date: _____

Transaction amount: \$ _____ Expense code: _____ Department: _____

Full description of purchase: _____

Purpose of purchase: _____

Reason for missing receipt:

Attempts made to obtain the missing receipt:

Cardholder's acknowledgement:

This purchase was made for a legitimate business purpose on behalf of the K-State Student Union and was not for my personal use or gain. An original, itemized receipt cannot be turned in for the reason(s) stated above despite the beforementioned attempts to obtain the receipt. I know that the lack of a receipt is not an acceptable business practice and a repeated lack of sufficient purchase documentation may result in suspension or revocation of the corporate credit card.

Cardholder's signature: _____ Today's date: _____

Supervisor's certification:

I certify that the cardholder made the listed attempts to obtain the missing receipt.

Supervisor's signature: _____ Today's date: _____

Return the fully executed *Missing Receipt Acknowledgement* to the Assistant Finance Director/Business Management.

K-State Student Union | Business Services | Rm. 311
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