

**Missing Receipt Disclosure Form**

1	<b>Name</b>	
2	<b>Department/Organization</b>	
3	<b>Transaction Date</b>	
4	<b>Vendor Name</b>	
5	<b>Detail of Expense(s)</b>	
6	<b>Explanation</b> <i>Describe why you do not have a receipt.</i>	

7	<b>Receipt Amount</b>		\$									
	Fund (X)	Department Code (XXXXXX)					Object Code (XXXXX)					Amount

**Certification**

I, \_\_\_\_\_  
 certify that the foregoing transaction receipt is not available or obtainable. The information above is true and accurate, and the amount shown is legally due. In addition, I certify that the claimed expenses were expended for High Point University business purposes only.

Signature			
	Print Name	Signature	Date
Approval Signature (Required)			
	Print Name	Signature	Date

Please note that an attempt must be made to obtain a receipt from the vendor prior to completing this form.