



ACCOUNTS PAYABLE MISSING DOCUMENTATION FORM

Auditing standards require original documentation to support all payments for products, services or reimbursements. In the event that an Authorized Purchaser or staff member loses a receipt or other original documentation, this form must be completed and signed by the Supervisor, thereby authorizing payment.

Incomplete or inaccurate forms may result in the denial of expense or delay of reimbursements.

PRINT PURCHASER NAME (as it appears on paycheck)

| | |
|-----------------------------|------------------------|
| SCHOOL OR DEPARTMENT | SUPERVISOR NAME |
|-----------------------------|------------------------|

PLEASE DESCRIBE WHY DOCUMENTATION WAS NOT PROVIDED:

VENDOR NAME

| | |
|-------------------------|---------------|
| DATE OF PURCHASE | AMOUNT |
|-------------------------|---------------|

FORM OF PAYMENT (for reimbursements only)

DESCRIPTION OF GOODS OR SERVICES

PLEASE DESCRIBE THE PURPOSE FOR THE PURCHASE, INCLUDING DATES OF INTENDED USE:

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| EMPLOYEE REQUEST FOR PAYMENT: <i>SIGNATURE OF EMPLOYEE</i> | SUPERVISOR AUTHORIZATION: <i>SIGNATURE OF SUPERVISOR</i> |
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Attach other forms of proof of purchase/payment such as credit card statement, cancelled check, etc.