**St. Norbert College**

**Missing Receipt Form**

The IRS requires proper substantiation for the reimbursement of business related expenses. SNC standard procedure is to require the submission of the original receipt or invoice as supporting documentation for business expenditures. If the original supporting documentation for purchases greater than $10 is misplaced or not received, the purchaser should make every effort to obtain a receipt or other documentation to support the reimbursement request. If these procedures are unsuccessful and an invoice or receipt is not available, attach this form as a substitute for the original missing receipt. Supervisor approval is required.

This affidavit is submitted in lieu of original receipt and attests:

* No original receipt for this expense is available
* The expense was incurred on behalf of St. Norbert College as a legitimate business expense
* The item and amount of the expense are accurate
* No reimbursement of this expense has been or will be sought or accepted from any other source

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| --- | --- |
| Description of item Purchased: |  |

Description of follow-up to obtain proper support:

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| --- |
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|  |  |
| --- | --- |
| Amount: |  |

|  |  |
| --- | --- |
| Vendor: |  |

|  |  |
| --- | --- |
| Date of Receipt: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Claimant Signature: |  | Date: |  |
|  |  |  |  |
| Supervisor Signature: |  | Date: |  |