

## **Lost/Missing Receipt Form**

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New Mexico Tech expects your best efforts to obtain original receipts. In the rare event that a receipt cannot be obtained, this form may be used to document your purchase. Excessive use of this form could result in suspension of purchasing privileges. Supervisor approval is **required**.

## Card Holder Information

Vendor Ir	nformation
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Name		Last 4 of CC	]	Name	
Departn	Pho	ne #	]	Purchase Date	

## **Purchase Information**

Please provide details as to why the original receipt is not available and how the problem will be avoided in the future.

Line Item Detail

I certify this purchase is a valid NMT expense

Please provide the item description, quantity, and total for each item on the receipt.

I certify this purchase will not be submitted on any other form for reimbursement.

Quantity	Item description	Individual amount	Total

		Tax ( Service Only)	
Cardholder Signature	Date	Shipping	
		Total	

\* if more items were purchased please continue on separate page.