



Fiscal Services

MISSING RECEIPT DECLARATION

DATE _____

If a receipt is lost or otherwise unavailable and all actions to obtain a copy have been attempted, the Missing Receipt Declaration must be completed. In addition, when a receipt from a purchase used with Merced College resources, i.e. Credit Cards, Purchase Orders, Blanket Purchase Orders, is lost or not received by the department, the Missing Receipt Declaration must be completed.

I AM MISSING A RECEIPT FOR:

(DESCRIPTION OF TRANSACTION)

I INCURRED THIS EXPENSE AT:

(NAME OF VENDOR)

ON: _____
DATE

FOR: \$ _____
EXPENSE AMOUNT

THE RECEIPT WAS (CHECK THE APPLICABLE):

LOST NEVER RECEIVED OTHER _____

THE FORM OF PAYMENT I USED (CHECK THE APPLICABLE):

BLANKET PO PREPAYMENT PO OTHER _____

CASH PERSONAL CREDIT CARD

PURPOSE OF TRANSACTION

(i.e. CONFERENCE TRAVEL, PURCHASE OF SUPPLIES , ETC.)

By signing below, I understand that a Missing Receipt Declaration must be used on **rare occasions** and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Declaration may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid/charged; that I have not and will not submit a duplicate claim; that I have not and will not seek a claim for these expenses from any other College source; and that alcohol was not purchased or included on any receipt, or any alcohol purchased (including applicable sales tax) was deducted from this claim.

EMPLOYEE'S SIGNATURE

APPROVING AUTHORITY'S SIGNATURE

EMPLOYEE'S NAME PRINTED

APPROVING AUTHORITY'S NAME PRINTED

DATE

EXT.#

DATE

EXT. #

BUSINESS OFFICE USE ONLY:

VERIFIED BY: _____

DATE: _____

MERCED COMMUNITY COLLEGE DISTRICT, FISCAL SERVICES BOX #9, 3600 M ST, MERCED, CA 95348
Accounts Payable: (209) 384-6206 Accounts Receivable: (209) 384-6203 Fax#: (209) 381-6459