



Kenyon College

Missing Receipt Form



Use this form as a substitute for any purchase that does not have proper documentation as specified by the Card Policy

***** Repeated use of this form may result in a loss of card privileges. *****

Please attach any additional supporting information or justification to this sheet.

Date _____ **Last 4 card #s** _____

Cardholder name _____

Department _____

Dept. Chair name _____

Date of Purchase _____

Merchant Name _____

Description of Item _____

Cost \$ _____

Reason Original Documentation is unavailable _____

I hereby certify the following:

- All items purchased were for College use and no personal purchases were made.
- I will not seek reimbursement in any other manner for this transaction.
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of proper documentation may result in the revocation of my card.

Cardholder Signature _____

Date _____

Dept. Chair Signature _____

Date _____