


**PROCUREMENT
SERVICES**

TEXAS TECH
Administration & Finance
Financial & Business Services

Missing Original Receipt Form

All requests for payments or reimbursements without a receipt or with only a photocopy of the receipt must be approved by the appropriate AVP, Vice President, Dean, Vice Provost, Provost or Vice Chancellor.

Employee Name: _____

Phone Number: _____ Department: _____

Date of Purchase: _____ Total Amount of Purchase: _____

Name of Vendor: _____

Item (s) Purchased

Reason for Purchase

Reason/Justification for Missing Receipt.

By signing below, the employee certifies that the above expense has not been previously submitted for payment and will not be submitted in the future.

Employee Name and Title: _____ Employee Signature _____ Date _____

Financial Manager Name and Title: _____ Financial Mgr's Signature _____ Date _____

Administrator's Name and Title: _____ Administrator's Signature _____ Date _____

Employee must submit this form with payment request.