



SOLUTIONS THROUGH
INNOVATIVE TECHNOLOGIES, INC.

MISSING RECEIPT FORM

EMPLOYEE NAME	
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PROJECT #	
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DATE OF PURCHASE	
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ITEM PURCHASED	
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AMOUNT SPENT	
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Reason receipt is missing and why you cannot obtain copy:	
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I understand that a Missing Receipt Form may not be completed on a routine basis and that overuse may revoke the privilege of providing a Missing Receipt Form in lieu of a receipt. I certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim.

Employee Signature		DATE:	
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Approving Manager		DATE:	
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