

# Reed College

## Purchasing Card Missing Receipt(s) Form

Please copy and paste the following text into the description field of your receipt(s) form:  
Q W D F W W K H Y H Q G R U D Q G I D V H F H R S W D S G X S O W L F D W U L D O X I Q V W R X  
X Q D E O H W R U H W U L H Y H I L O O R X W W K L V I R U P D Q G K D Y H \ R X U D  
V L J Q H G I R U P W R \ R X U H [ S H Q V K H U H B R H M S W Q V S O D F H R I W

Date: \_\_\_\_\_

I, \_\_\_\_\_, have either (please check one):

Not Received

Misplaced

Purchasing Card receipt(s) totaling \$ \_\_\_\_\_.

Statement Cycle Date: \_\_\_\_\_ - \_\_\_\_\_

Vendor	Item(s)	Description*	Amount

\*Per IRS Regulations, Travel & Entertainment Expenses should include who, why, when and where in your description.

- Examples:
- 1) Lunch at Thai Orchid with Donor XYZ on 3/31/10 to discuss pledge
  - 2) Airfare to Accounting Conf in Phoenix 3/17-19/10 for prof development

I certify the expenses listed above were purchased on behalf of Reed College and not for personal use. I am submitting this form in place of the original receipt(s).

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Banner ID#: \_\_\_\_\_

Approver Name: \_\_\_\_\_  
Please Print

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_