

## Luther College Missing Receipt Statement

**Use this form when a receipt or invoice has been misplaced, destroyed, or  
is otherwise not available *and a replacement receipt cannot be obtained***

Merchant name \_\_\_\_\_

Purchase date \_\_\_\_\_ Purchase amount \_\_\_\_\_

Item(s) purchased \_\_\_\_\_

Business purpose of purchase \_\_\_\_\_

Reason why a replacement could not be obtained \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above expenditure was made on behalf of Luther College and was for official college business. I have lost, misplaced, or did not receive the receipt documenting payment and was unable to obtain a replacement receipt from the vendor.

\_\_\_\_\_  
Cardholder's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder's supervisor's signature

\_\_\_\_\_  
Date