FERRIS STATE UNIVERSITY

Disbursements Office

Missing Receipt Form

This affidavit is submitted in lieu of an original itemized receipt and attests:

- No original receipt for this expense is available. I have attached a duplicate of this receipt if available, and proof of payment if applicable.
- The expense was incurred on behalf of University business.
- The item and amount are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

Transaction Information:

Card Name: Merchant:

Last four digits of card number: Transaction Amount:

Post Date:

Transaction Detail:

Items Purchased / Description	Quantity	Per Item Cost	Total Cost

Attach additional sheet if necessary

Reason Original Documentation is not available:

Cardholder Signature

Card User Signature Date

Complete the Section Below If You Are Not Using Concur

Approvals

Account Manager/Dean Approval (Please Print): Date

Account Manager/Dean Approval Signature Date