



**Business Office**  
**Missing Original Receipts Form**

If all measures to obtain a required missing receipt have been exhausted, this **Missing Receipt Declaration** should be completed by the person who incurred the expense. This Declaration needs only to be signed by the person who incurred the expense. Because, expense reports, petty cash requests and credit card statements are signed by the supervisor, a supervisor does not need to sign this Declaration. Attach this Declaration to expense report, Petty Cash requests, or Wells Fargo PCard statement for review.

I am missing a receipt for:

I incurred this expense at:  on:  For \$:

The receipt was (check one):

☐ Lost                      ☐ Never Received                      ☐ Other

The form of payment I used (check one):

☐ P-Card                      ☐ Personal Credit Card                      ☐ Cash                      ☐ Other

Please describe the business purpose:

I understand that a Missing Receipt Declaration may not be completed on a routine basis and that overuse may revoke the privilege of providing a Declaration 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, and that I have not and will not seek a claim for these expenses from any other source. I understand that violation of this policy may result in disciplinary action, including termination.

\_\_\_\_\_  
First Name - Please Print

\_\_\_\_\_  
Last Name - Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date