

## **Lost/Missing Receipt Form**

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Department Head or Direct Supervisor's Signature

New Mexico Tech expects your best efforts to obtain original receipts. In the rare event that a receipt cannot be obtained, this form may be used to document your purchase. Excessive use of this form could result in suspension of purchasing privileges. Supervisor approval is required.

Card Holder Information		Vendor Information	
Name	Last 4 of CC	Name	
Department	Phone #	Purchase Date	
Purchase Inform	nation Please provide details as to why to be avoided in the future.	the original receipt is not available and l	now the problem will
☐ I certify this purchase	is a valid NMT expense	rchase will not be submitted on any other fo	rm for reimbursement.
Line Item Detai	Please provide the item descripti	on, quantity, and total for each item on	the receipt.
Quantity	Item description	Individual amount	Total
		Tax (Service Only)	
Cardholder Signature	Date	Shipping	
		Total	

Date

on separate page.