

ACCOUNTS PAYABLE MISSING DOCUMENTATION FORM

Auditing standards require original documentation to support all payments for products, services or reimbursements. In the event that an Authorized Purchaser or staff member loses a receipt or other original documentation, this form must be completed and signed by the Supervisor, thereby authorizing payment.

Incomplete or inaccurate forms may result in the denial of expense or delay of reimbursements.

PURCHASER NAME (as it appears on paycheck)

PROGRAM

SUPERVISOR

PLEASE DESCRIBE WHY DOCUMENTATION WAS NOT PROVIDED:

VENDOR NAME

DATE OF PURCHASE

[DESCRIPTION OF GOODS OR SERVICES]

PLEASE DESCRIBE THE PURPOSE FOR THE PURCHASE, INCLUDING DATES OF INTENDED

SIGNATURE OF EMPLOYEE

SUPERVISOR AUTHORIZATION:
SIGNATURE OF SUPERVISOR

Attach other forms of proof of purchase/payment such as credit card statement, cancelled check, etc.. .