MERCY UNIVERSITY
Office of the Provost

# Missing Receipt Form Checklist

## 1. Basic Information

- ☐ Employee/Requester Name
- ☐ Budget Org Number
- ☐ Department/Unit
- ☐ Date of Expense
- ☐ Vendor Name
- ☐ Description of Expense
- ☐ Reason for Missing Receipt (e.g., lost, vendor did not provide, no digital copy available)

## 2. Business Purpose *(detailed)*

- ☐ Clear explanation of the **purpose of the expense** (e.g., business meeting, supplies, conference attendance or registration), and how the expense supports departmental or institutional business needs
- ☐ **Who was present / whom was it purchased for / who benefited from it**
  List names, titles, and affiliations (internal and external)
- ☐ **Date, time, and location** of the meeting or event
- ☐ **Meeting agenda** or objective of the meeting/event, if applicable

## 3. Supporting Documentation *(as applicable)*

- ☐ If the purchase was made **online**, confirm whether an **email receipt or order confirmation** was received and can be attached
- ☐ Has the **vendor been contacted for a re-print or duplicate receipt**?
  Please confirm that all reasonable efforts were made to obtain a replacement receipt
  - ☑ Yes – duplicate requested
  - ☒ No – explain why not

## 4. Compliance Check

- ☐ All required fields completed
- ☐ Expense is within Mercy University's Travel and Expense Policy
- ☐ Supporting documentation attached where possible