



ACCOUNTS PAYABLE SUBSTITUTE RECEIPT FORM

This form is to be completed as documentation only if the actual itemized receipt is not attainable for a transaction made for university business. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. The form must be filled out completely, signed by the payee and the payee's supervisor.

REQUISITION #:	
UMC:	
ON CAMPUS EXTENSION:	
DATE OF EXPENSE:	

DESCRIPTION/ ITEMS PURCHASED	COST
TOTAL	\$

Why is the original itemized receipt missing? _____

Purpose of Transaction: _____

Payee Signature _____ Date: _____

Printed Name: _____

Signature of Supervisor _____ Date: _____

Printed Name: _____

Title: _____