**SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

MISSING RECEIPT

I hereby report that I have lost or have been unable to secure a receipt for the Seneca College purchase identified below:

🞎 Expense Report Claim 🞎 Purchasing Card Statement

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Date: Supplier:

Purpose:

The signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidences of lost receipts constitute misuse of college funds and may result in the loss of Purchasing Card privileges or non-reimbursement of personal funds.

Employee Name (Print) Signature Date

Immediate Manager (Print) Signature Date

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