

Replacement Receipt Form



This form is required for any transaction that does not have documentation from the merchant
Warning: Repeated use of this form for credit card purchases will result in a loss of card privileges

Documentation from any merchant is required for **EVERY** transaction

Proper transaction documentation includes:

~ An original invoice showing itemized charges ~

~ An invoice showing credit card payment ~

~ An Itemized receipt ~

Please attach any additional information, correspondence, or justification about this transaction to this sheet.

Name/Card Holder: _____

Date: _____

Date of Purchase	Merchant Name	Description of Item	Cost	Reason Original Document is not Available
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby certify the following:

- All items purchased were for OVR use, and no personal purchases were made.
- I will not seek reimbursement in any other manner for this transition.
- Original documentation is not in my possession for the reasons stated above.
- If this is a credit card transaction, I acknowledge that repeated lack of documentation will result in the revocation of my card.

Cardholder Signature: _____

Date: _____