

Receipt Template

St. Olaf College

Purpose:

Required when you do not have the required receipt/documentation from the merchant.

Repeated use of this form as substitute documentation may result in card revocation or failure to be reimbursed for expenses > \$25.00.

Documentation from the merchant is required for **every** product purchased.

Transaction documentation may be:

- Receipt and transaction slip from the merchant;
- Packing slip from the delivery (if the packing slip is the only documentation, it must show either the cost of each item or the total cost of the order);
- Invoice showing payment; or,
- Order form for dues, memberships, subscriptions, or similar items.

Transaction Information

Employee Name: _____

Merchant (Vendor) Name: _____

Department: _____

Purchase Date: _____

Description, Quantity, Cost of Each Item Purchased (*attach additional sheet if necessary*)

Must list names of all individuals present for meals, registration fees, etc.

| <i>Description</i> | <i>Quantity</i> | <i>Per Item Cost</i> | <i>Total Cost</i> |
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| | | Total Cost: | 0.00 |

Reason original documentation is not available:

Attach any additional information, correspondence, or justification about this transaction.

Alcohol: Yes _____ No _____

Alcohol is only allowed as specified in the travel policy and requires approval or must be reimbursed to the college.

Employee Certification Signature

I hereby certify the following:

- All items listed above were for College use and no personal purchases were made;
- I will not seek reimbursement in any other manner for this transaction;
- Original documentation is not in my possession for the reasons stated above; and,
- I acknowledge that repeated lack of documentation could result in revocation of my Purchase Card.

Employee Signature _____

Date _____