

# 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>
		<b>Total Cost:</b>	<b>0.00</b>

**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