

BUSINESS OFFICE

Lost Receipt Form

Revision Date 9/7/18



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If mitigating circumstances have occurred that result in a lost receipt or the inability to obtain a receipt, a Workday Workflow Lost Receipt Verification Form should be submitted as a request for special consideration.

REQUIRED INFORMATION

The following information is required for the completion of the Lost Receipt Verification Form:

- Name of the person who lost the receipt
- Cardholder Name (If applicable)
- Supplier Name (Where the item was purchased) A separate form must be used for each lost receipt.
- Date of Transaction
- Procurement Card Verification #, Supplier Invoice #, or Expense Report #. (Whichever one applies)
- Item(s) purchased, amount per item, and the account (cost center) that will pay for the expenditure
- Provide the purpose of the purchase – detailed description of what the item(s) were used for
- Select the method of payment for the item(s) purchased
- Provide a detailed description of the reason why a receipt was not received or retained. If the transaction is being paid by Student Activity credit card, list the Spend Authorization # in this section.
- In the attachment section, provide an attachment of any extra information of why the receipt was not received or retained. (Example: email chain with company or person who lost the receipt.)
- The “Must attempt to get reprint from vendor” section must be filled out.
 - Date(s) of attempting to get a receipt
 - Contact Name(s) (who from the company you were conversing with to get a reprint)
 - Phone Number (number used to contact the company to get a reprint. If in contact through email, state in this section)
 - Reason (why a reprint was not obtained)

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- Form must be submitted for approval to payee, if not the submitter, cost center manager and employee's manager (if different than cost center manager).
- Once form is submitted and at the payee to approve, they will need to "sign" and date the form before approving it.
- This form, once submitted, will need to be attached in the Procurement Card Verification, Supplier Invoice, or Expense Report.
- Accounts Payable will approve or deny the form.