

Caltech

Missing Receipt Form

Usage: Payment Request and Petty Cash

Employee/Student Name		
Purchase Date	Receipt Total	
Description of Item		
Business Purpose		
Reason for missing receipt(s)		
Payment Method	Cash	Check
<small>**For debit or credit card payments, please submit copy of bank statement as proof of payment.</small>		
Employee/Student Signature	Date	
Supervisor's Signature	Date	

***** Only 4 Missing Receipt Forms will be accepted in a 6-month period *****