

BENTLEY UNIVERSITY

Missing Receipt Form

Complete and submit this form in lieu of missing receipts for purchases of \$40 or more.

Employee: _____ **Date:** _____

Date of purchase	Merchant	Description of Goods/Services	Amount

I acknowledge the above transaction(s) are valid although receipt(s) were lost or not obtained.

Please submit this form with either your Workday expense report or procurement card verification.