



ACCOUNTS PAYABLE
 429 N. Church St.
 Spartanburg, SC 29303-3663
 Phone: (864) 597-4222 FAX: (864) 597-4239

Receipt Verification Form

This form is to be used only when an invoice, receipt, or other supporting documentation is unavailable. Standard procedure is to submit the original receipt of invoice as backup for purchases. The purchaser should make every effort to get a receipt or other documentation to support the expense. If the missing receipt is for travel or entertainment purposes, please include all IRS required information (who, what, when, where, why).

This entire form must be completed when the originals are not available. Please be aware that sales or use tax must be charged on each transaction where the original receipt is not available to prove that the tax has been paid.

SECTION I:

Name: Last Name First Name Middle

Department:

Purchase By:

Reason for Missing Receipt:

Lost Receipt

Vendor
 Provided None

(please explain)

Other

SECTION II:

Vendor:

Date of Purchase

Amount of Purchase:

Charge To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Index (alpha only)	Fund	Orgn	Acct	Prog

Description and Purpose of Purchase:

SECTION III:

AFTER COMPLETING SECTION I AND II, PLEASE PRINT. COMPLETE SECTION III MANUALLY.

Employee Signature

Date

Supervisor Signature

Date

