

Chemical and Biological Engineering

Documentation Form for Missing or Illegible Items

(This form is required for any transaction submitted to the Finance and Accounting that does NOT have the required receipt documentation)

General Information

Purchaser Name: _____

Date: _____

Department: _____

Speedtype: _____

Payment Method

Please check the appropriate method regarding purchase type:

P-Card: _____

T-Card: _____

Reimbursement: _____

Business Purpose

Purchase Information

(Only one Vendor per form)

Vendor Name:	Purchase Date:		
	Description of Item(s)	Quantity	Unit Price

Reason that documentation is NOT available *(include what attempts have been made to obtain documentation)*

Repeated use of this form as substitute documentation could result in revocation of your card(s)

Additional campus approval may be required, based on policy