

Lost/Missing Receipt Form

Used for exigent circumstances where proof of purchase documentation is unavailable for an expense

Need more info? Visit wright.edu/sil for instructions

Student Involvement and Leadership

019 Student Union

3640 Colonel Glenn Hwy.

Dayton, OH 45435-0001

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sil@wright.edu

I. Organization Information			
Name of Organization		Organization Representative	
F.O.A.P. Accounting Codes (if unknown, leave blank)			
Email Address		Telephone Number	
Payment Method		Name on Pro Card (if applicable)	Last Four Digits on Card (if applicable)
<input type="checkbox"/> Petty Cash (Advance/Reimbursement) <input type="checkbox"/> Pro Card			

II. Missing Documentation Information			
Merchant/Payee	Date of Expense	Amount	Explanation for Missing Documentation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

III. Approval		
Student Organization Representative		
Student Organization Advisor		
SIL Approval		

Please attach all documentation that can support proof of purchase, including bank or credit card statements or incomplete/damaged receipts.