



**MISSING RECEIPT FORM**

Employee Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

*Please fill in the missing information, then sign & date.*

\*\*\*\*\* SUBSTITUTE CREDIT CARD RECEIPT \*\*\*\*\*

Credit Card Company: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date Of Charge: \_\_\_\_\_

Amount: \_\_\_\_\_

Truck Number: \_\_\_\_\_ (Installation Team Only)

Description And Nature Of Charge:

I hereby certify that I authorized the above charge to my company credit card, that this charge was for company business, and that this substitute receipt takes the place of the original receipt. To the best of my knowledge, all applicable taxes were paid.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Odometer Reading: \_\_\_\_\_ Job Code: \_\_\_\_\_