

Missing Receipt Form



Name: _____

I certify that I made the purchase shown below on behalf of El Nautica Boat Club as a legitimate club expense, but do not have a receipt because (check all that apply):

	Vendor did not provide a detailed receipt (not common).
	I have requested an invoice, but the vendor has not provided it.
	I had a receipt but cannot locate it (lost receipt).
	Order was placed via telephone, fax, or Internet, and the vendor has not supplied an invoice.

Vendor Name		
City		
Date of Purchase		
Detailed Description of Purchase:		Item Amount
Total Purchase Amount		

I understand that the El Nautica Boat Club policy requires an itemized receipt to be provided for each purchase. I also understand that a Missing Receipt Form may not be completed on a routine basis and that overuse of this form may result in the revocation of the privilege of providing a Missing Receipt Form in lieu of a receipt. I certify that the amount shown is the amount paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source.

Print Name

Signature