

Cary Institute of Ecosystem Studies
Missing Documentation Form

Cary Institute requires that all purchases/travel expenses be documented with original receipts (except in the event of unique circumstances in which a copy of the original receipt may be deemed acceptable). If the original receipt has been lost (or a receipt was never issued at the time of purchase), Cary Institute requires that the purchase be documented in detail to comply with government auditing standards and sound business practices.

If the original receipt has been lost (or was not issued at time of purchase), we will consider the following documentation, but Cary Institute may, at its discretion, request that this form be filled out in conjunction with submitted alternatives if the alternative documentation proves to be inadequate.

- (1) Packing Slip (2) Print-out of Online Confirmation & Shipping Order – For purchases made via Internet (3) Fax from vendor detailing purchase, with item description, cost, delivery date, etc.
(4) Boarding Pass – For airline tickets issued electronically

YOU MUST FILL OUT A FORM FOR EACH ITEM WITHOUT A RECEIPT, DO NOT COMBINE EXPENSES

Reason for Missing Receipt:

___ Lost Receipt ___ Receipt not Issued ___ Other (Explain): _____

Purchase Price: \$ _____ Does this include any tax or alcohol? If so, please indicate amount: \$ _____

Account Number: _____

(The following MUST be completed by an authorized PI/Budgetary Manager – secondary authorized signatures are not acceptable)

I certify that the information submitted on this form is accurate and that all expenditures noted on this form have been made in accordance with Cary Institute purchasing/travel guidelines.

Signature of Authorized PI/Budgetary Manager

Date

Equipment/Supply Information

Vendor Contact Information

Name: _____

Address: _____

Item Purchased: _____

Serial #: _____ PO # _____

Detail Description of the Application Equipment/Supply

Date Equipment/Supplies were received: _____

Travel Expense Information

Vendor

Name: _____

Address/Location _____

Description of expense: _____

Detail Purpose of Travel: _____

("Research" is not acceptable)

Date Expense was Incurred: _____