

## UMW FINANCE CARD & UMW GAS CARD MISSING RECEIPTS FORM

The requirement to provide a detailed, itemized receipt for all purchases made with the UMW Finance Card or approved Gas Card is stated in your signed agreement for use of these cards. Failure to provide receipts is a violation of University and the Commonwealth's Department of Accounts policy. This form is used to thoroughly document why no receipt was provided for a transaction and the steps taken to obtain that receipt.

Use of this form does NOT replace or remove your responsibility to provide receipts nor does it remove personal liability for undocumented transactions as stated in the signed Employee Agreement. The Finance Department reserves the right to revoke card privileges at any time due to non-compliance.

Card User Name:

LAST FOUR DIGITS of Card Number:

Card User Phone Number:

Vendor Name:

Card User Email Address:

Transaction Date:

Amount:

Item(s) or Service Purchased:

BE SPECIFIC. Business Meals must include documentation of individual food & drink item(s) provided. In addition, include a statement to verify that no alcohol was included in the charge.

Date attempted to contact vendor for missing or duplicate receipt:

Results from trying to get a duplicate receipt:

Reason for Missing Receipt:  
(PROVIDE DETAIL to explain why the original receipt was not obtained.)

### Important Information

Failing to provide a detailed, itemized receipt for purchases made with the UMW Finance Card or any UMW provided gas cards is a violation of the University policy and Commonwealth of Virginia Department of Accounts policy. Acceptance of this form in lieu of the original receipt/invoice is at the discretion of the employee's supervisor and Accounts Payable.

*I hereby certify that the expenses listed above were incurred by me and are necessary and appropriate expenditures for UMW. By my signature, I acknowledge that the goods purchased become the property of UMW and services provided were for UMW.*

Card User's Signature

Date:

Card User's Supervisor's Signature

Date:

Printed/Typed Name

*Repeat offenses of lost receipts will result in the loss of the use of a UMW Card. See [Card Violation Consequences](#).*

Attach this form along with any other required forms to the paperwork associated with the UMW Finance Card or the UMW Gas Card.