

## MISSING ITEMIZED RECEIPT FORM for EXPENSE REPORT

Date of Purchase/Service: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Dollar Amount: \$ \_\_\_\_\_

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

Employee Signature: \_\_\_\_\_

Print Approving Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total
	Tax		
	Total		\$