



Missing/Inadequate Receipt

Print Form

Accounting
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 761-4357 || F: (907) 761-4086

Special Instructions: In the case of a missing or inadequate receipt, this form is required to document the purchase and must be signed by the employee's Administrator or Supervisor. Please submit completed forms to Accounting.

To satisfy missing/inadequate receipt information for: Product Service Meal

Employee Name				Employee ID#	
Transaction Date		Amount		Last 4 digits of P-Card, if applicable:	
Vendor Name					
Location/Address					
Item(s) Purchased					

Explanation for Missing/Inadequate Receipt:

I certify that I have purchased the item(s) listed above and have lost the receipt or have an inadequate receipt for this transactions.

If this form relates to a meal purchase:

Meal Policy for School Board Policy AR4133

If travel is for a duration of 12 hours or less, no per diem will be paid. Rather, meals will be reimbursed only for the actual expense and only up to the approved per diem rate for each meal. The employee will need to include a receipt for their meal with their request for reimbursement. Alcoholic beverages will not be reimbursed.

Relating to this meal purchase, I certify that I have read, understand, and have followed the above excerpt from AR4133 of the School Board Policy.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____