



## BISMARCK HOCKEY BOOSTERS MISSING RECEIPT FORM

This form is to be completed as documentation only if the actual itemized receipt is not attainable for a transaction made while traveling on business. Use of this form in lieu of an actual receipt should be a rare exception not a rule. The form must be filled out completely and signed as indicated below.

Date of Purchase \_\_\_\_\_

Merchant Name \_\_\_\_\_

Merchant Address \_\_\_\_\_

Attendees (if applicable) \_\_\_\_\_

Description/Items Purchased \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Purchase Amount \$ \_\_\_\_\_

Business Purpose for the expense \_\_\_\_\_

Why is the original receipt missing \_\_\_\_\_

Purchaser Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Purchaser Signature \_\_\_\_\_ Date \_\_\_\_\_

Purchaser Mailing Address \_\_\_\_\_

(so reimbursement can be mailed) \_\_\_\_\_

BHB Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_