

**Arlington Heights School District 25
Business Office
MISSING DOCUMENTATION FORM**

Auditing standards require original documentation to support all payments for products, services or reimbursements. In the event that an Authorized Purchaser or staff member loses a receipt or other original documentation, this form must be completed and signed by the Supervisor. Incomplete or inaccurate forms may result in the denial of expense.

PRINT PURCHASER NAME (as it appears on STATEMENT)

SCHOOL OR DEPARTMENT

SUPERVISOR NAME

PLEASE DESCRIBE WHY DOCUMENTATION WAS NOT PROVIDED:

VENDOR NAME

DATE OF PURCHASE

AMOUNT

DESCRIPTION OF GOODS OR SERVICES

PLEASE DESCRIBE THE PURPOSE FOR THE PURCHASE:

CARDHOLDER ACKNOWLEDGEMENT:

SIGNATURE OF CARDHOLDER

SUPERVISOR AUTHORIZATION:

SIGNATURE OF SUPERVISOR