

Lost Receipt Form for Vendor Purchases

Use this **lost receipt form** sample to document vendor purchases accurately when original receipts are unavailable. It helps ensure proper record-keeping and facilitates reimbursement or auditing processes. This form captures essential purchase details and vendor information for accountability.

Employee/Requestor Name:

Department:

Date of Purchase:

Vendor Name:

Vendor Contact (Phone/Email):

Description of Items/Services Purchased:

Business Purpose/Justification:

Itemization of Expenses:

Item/Service	Quantity	Unit Price	Total Amount
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Total Amount (USD):

Reason Receipt is Unavailable:

Signature of Employee/Requestor:

Type full name as digital signature

Date:

Supervisor/Manager Approval:

Supervisor/Manager Name

Date:

Submit