

City of Hendersonville

MISSING RECEIPT FORM

Cardholder/Employee/Approving Official must fill out form below: ALL FIELDS MUST BE FILLED OUT

Date of Purchase/
Service _____

Vendor Name _____

Description of
Purchase _____

G/L Account Code: _____

Dollar Amount _____

Form of payment (exp. P-card, cash, check, credit card) _____

Reason you were unable
to obtain receipt/invoice _____

Date _____

Cardholder/Employee Signature _____

Department Head Signature _____

City Manager Signature _____