

**ACCOUNTS PAYABLE  
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, thereby authorizing original documentation, this form must be completed and signed by the Supervisor, thereby authorizing payment.

*Incomplete or inaccurate forms may result in the denial of expense or delay of reimbursements.*

**Print Purchaser Name (as it appears on  
paycheck):** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Please Describe Why Documentation Was Not Provided:**

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**Vendor  
Name:** \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_

**Employee Request for Payment**  
**- Signature of Employee:** \_\_\_\_\_

**Supervisor Authorization: (Principal or Superintendent)**  
**- Signature of Supervisor:** \_\_\_\_\_