

MISSING RECEIPT MEMO

CUPE Local 973



This form is to be completed in the event that a receipt has either been misplaced or not been issued. Please complete this form in full and forward to a member of the Executive team that has financial signing authority for approval.

Member Name: _____

Purchase Date: _____

Purchase Value (incl. taxes): _____

Vendor Name:

Purchase Details:

Member Signature: _____

Date: _____

Executive Member Name: _____

Signature: _____

Date: _____