

## Missing or Incomplete Receipt Form

West Kern Community College District Business Office Phone: (661) 763 – 7853 29 Cougar Court Fax: (661) 763 – 7828 Taft, CA 93268

This form should be completed when a purchaser is not able to provide an original receipt, or is only able to provide an incomplete receipt. A complete receipt contains the vendor name, date of purchase, list of items purchased, price of each item, total sale, and shipping address if relevant.

Purchaser:	Vendor:		
Original Receipt is:	Missing Incomplete	Check One:	Debit Credit (Refund)
Date of Purchase:			
	Items Purchased:		Price:
			·
			·
		Total Sala /Dafund	
Shipping Address:		Total Sale/Refund:	
Shipping Address.			
L cortify that this purch	aso was incurred on behalf of		ry in order to perform job
I certify that this purchase was incurred on behalf of WKCCD, was necessary in order to perform job duties, and is aligned with District's objectives.			
Purchaser Signature		Date	
j i i i i i i i i i i i i i i i i i i i			
Supervisor Signature		Date	
TAFTCOLLEGE			