

# Lost or Incomplete Receipt Form



Original merchant/store receipts which list the items and show the tax breakdown for purchases are required for all expenses. In the case of a Purchase Card transaction, you are required to have the original merchant/store receipt not just the Visa Purchase Card slip receipt.

Please select which situation applies to this expense transaction:

<b>Manual Expense:</b> <input type="checkbox"/> All receipts have been lost <input type="checkbox"/> I only have a store or handwritten receipt that does not include any purchase item detail or tax breakdown • Please submit any supporting documentation that you have (store receipt, debit card slip, email confirmation, invoice etc.) with this form <input type="checkbox"/> No receipt was issued	<b>Purchase Card Expense:</b> <input type="checkbox"/> All receipts have been lost <input type="checkbox"/> I only have the Visa Purchase Card slip receipt, with no purchase details or tax breakdown • Please submit the Visa Purchase Card receipt with this form <input type="checkbox"/> I only received a handwritten receipt <input type="checkbox"/> No receipt was issued
--	---

Unit Treasurer (Entering or Allocating the Expense): We cannot claim taxes for any expense transaction when we do not have the tax breakdown and purchase details. If you entered taxes – you need to edit the transaction and remove the taxes. If it's a manual expense, enter the total amount in the Before Taxes Amount and put a zero in the Tax Amount section.

## Explanatory Note

Please accept this as proof of unit expenditure for the missing or incomplete original receipt.

Unit Banking ID #:	Unit Name:
Banking Transaction ID #:	Date of Transaction (DD/MM/YY):
Amount: \$	Merchant Name:

Select the Expense Allocation(s):

<input type="checkbox"/> Awards and Badges	<input type="checkbox"/> Craft Supplies	<input type="checkbox"/> Equipment Purchases
<input type="checkbox"/> Fundraising – FR 1 Approved	<input type="checkbox"/> Gifts	<input type="checkbox"/> International Trip Purchases (Trips Only)
<input type="checkbox"/> ITC – Taxable Activity – No Tax Charged- Overnight + Day 15yrs+	<input type="checkbox"/> Parent Order Purchases	<input type="checkbox"/> Printing, Office Supplies
<input type="checkbox"/> Program (Non-craft Supplies)	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Special Events (Calendar + Day Camp <15yrs)

Details and Comments about the Purchase:


I certify that this expense/charge has been made on behalf of Girl Guides of Canada.

Guider Name (Print):	iMIS #:
Guider Signature:	Date (DD/MM/YY):
2 <sup>nd</sup> Name (Print):	iMIS #:
2 <sup>nd</sup> Signature:	Date (DD/MM/YY):

Two different signatures are required for validation and both must be member/non-member registered in the unit.