

Lost or Incomplete Receipt Form

PROVINCE:

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 (P-Card) transaction, you are required to have the original merchant/store receipt not just the Visa P-Card slip receipt.

Please select which situation applies to this expense transaction:

Manual Expense: ☐ All receipts have been lost ☐ 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 ☐ No receipt was issued	P-Card Expense: ☐ All receipts have been lost ☐ I only have the Visa P-Card slip receipt, with no purchase details or tax breakdown • Please submit the Visa P-Card receipt with this form ☐ I only received a handwritten receipt ☐ No receipt was issued
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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 is a manual expense, enter the total amount in the net amount and put a zero in the total 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:
Transaction ID #:	Date of Transaction (DD/MM/YY):
Gross Amount: \$	Merchant/Service Name:

Select the Transaction Account Expense (Allocation(s):

☐ Awards and Badges	☐ Craft Supplies	☐ Equipment Purchases
☐ Fundraising – FR1 Approved	☐ Gifts	☐ International Trip Expenses (
☐ ITC –Taxable Activity – No Tax Charged – Overnight + Day 15yrs+	☐ Parent Order Purchases	☐ Printing, Office supplies
☐ Program (Non-Craft Supplies)	☐ Public Relations	☐ Special Event

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 nd Name (Print):	IMIS #:
2 nd Signature:	Date (DD/MM/YY):

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