



## MEMO

Attn: Business Office

From:

Date:

Re: Missing Receipts- Completed form to be attached to the related transaction in the Bank of America Works program in place of required receipt

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I have properly signed off on purchases made with my Lewis & Clark College Visa credit card for the month ended \_\_\_\_\_. I have either lost or did not obtain the original receipt(s) for the purchase(s) listed below.

I understand that original itemized and proof of payment receipts are required to be submitted electronically for all of my card purchases of \$50.00 or more, and that repeated occurrences of incomplete reporting may cause my card privileges to be suspended or revoked.

No other reimbursement of this expense has been sought, or will be accepted, from any source.

Date of Purchase	Amount	Merchant Name	Business Purpose

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Cardholder Signature

Date

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Manager Signature

Date