## Memo for Lost Receipts

From: Printed Name and position: _	Date:	
Building/Room	Staff/Sub staff	
	nt (use one per initiative or per store purchase if more than one place was used). for reimbursement for the following initiative:	
Initiative Title	Date/Location	
	as receipt for purchases listed below. I paid for these items (select the u can pull your express information from the wmexpress page)	
() with cash () with	n a credit/debit () by check () WM Express*	
• I made an attempt to acquire	a duplicate receipt from the merchant ( ) Yes ( ) No	
If no, please explain why:		
• I understand I must complete	${\rm e}$ and upload this form to the database to serve as the receipt $~~$ ( $~~$ ) Yes	
• Items were purchased from _ Total of purchase was: \$	(Name of store/location)	
Itemize purchases below:		
Item	Price	

Signature of individual submitting request\_\_\_\_\_

Head Staff Use Only:	
Staff Member Receiving Memo	Date
Is Memo in online reimbursement form as receipt?	( ) Yes ( ) No
Req # Check #	