

# REGION 10

## Receipt Exception Form

*It is Region 10 PHIP's policy to require receipts for all purchases. However, there may occasionally be circumstances where a receipt is unavailable due to loss or the nature of the transaction. In those instances, this form should be completed by the employee making a purchase and approved by his or her supervisor.*

Employee: \_\_\_\_\_

Purchase  
Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Amount: \_\_\_\_\_

Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of payment:  Cash  
 Check  
 Credit Card

GL Code: \_\_\_\_\_

Reason for no receipt:  Lost  
 None Given  
 Fraud

Dept. Head  
Approval: \_\_\_\_\_

Date: \_\_\_\_\_