



University of Toronto

PURCHASING CARD TRANSACTIONS FOR WHICH THERE IS NO ORIGINAL RECEIPT

To be completed by the holder of the Purchasing Card and attached to the appropriate Mastercard statement.

The following is a detailed list of expenditures made on the University purchasing card (Mastercard) for which there is no receipt(s). These purchases are for legitimate University purposes.

Date	Purpose / Type of expenditure	Vendor	Reason for no receipt	Amount paid
Total Expenses				\$

I acknowledge that original receipts and other documentation must be retained and submitted as per University policy, and will endeavour to adhere to this requirement for all future Mastercard transactions. I also understand and acknowledge that research sponsors may consider amounts paid without receipts to be ineligible and that it may be necessary to repay the University for such transactions.

Please approve the transactions without an original detailed receipt(s) or other documentation as noted above.

Signature or MC Holder: _____

Title _____

Date: _____

Print Name: _____

Department: _____

Approval Signature: _____

Title _____

Date: _____

Print Name: _____

Department: _____