

Missing Receipt Form
Severns Valley Baptist Church
DIVVY Credit Card

I, _____, have either lost, damaged, misplaced or did not receive an itemized receipt for a DIVVY credit card expense transaction.

Vendor Name: _____

Transaction Date: _____

Amount: _____

Items Purchased:

Business Purpose:

Reason for Lost Receipt:

___ I certify that the goods shown above were purchased for Severns Valley Baptist Church business purposes.

Employee Signature _____

Date Submitted _____