



Anne Arundel Community College

Non-Receipt Form

I was unable to obtain a receipt.

I lost my original receipt.

Other (explain) _____

I certify that I incurred the expense itemized below while conducting business for the Anne Arundel Community College and I have not previously been reimbursed for this expense. I also understand that the College periodically audits non-receipt claims for expenses to verify the validity of claims.

Amount: _____ Date: _____

Paid To: _____

Address of Vendor: _____

Purpose of expense:

Signature: _____

Printed Name: _____