



WORKDAY SUBSTITUTE RECEIPT FORM

Workday requires supporting documentation (receipt, or packing slip) be attached/uploaded when creating receipts for purchases.

For all purchases that are not supported by any of the above-referenced documentation, this form shall serve as the required substitute.

Complete table below and attach/upload accordingly.

	Receipt Date
Service (Add description below)	
Good (Add description below)	
Lost Receipt: Y / N	
Receipt Not Provided: Y / N	
Other: (Add description below)	

Note: If a good was purchased, a photo of the good(s) must be taken and submitted with substitute receipt form.

Failure to provide this form in place of a missing receipt for purchasing or corporate card transactions, may result in the suspension or revocation of your purchasing or corporate card.

Submittal of this form shall follow existing receipt submittal guidelines contained in the purchasing card program user guide, and corporate card program guidelines.

Employee Name:	
Employee Signature:	
Date:	

By signing this form, you certify that goods or services purchased using your purchasing or corporate card are true and valid purchases.