



WORKDAY SUBSTITUTE RECEIPT ATTACHMENT

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Workday requires supporting documentation (quote, invoice, contract, packing slip, etc.) be attached/uploaded when creating receipts against purchase orders.

For all purchase orders that are not supported by any of the above-referenced documentation, this document shall serve as the required attachment.

Please check appropriate box below, include good or service receipt date and upload/attach accordingly:

|                          |                            | Receipt Date |
|--------------------------|----------------------------|--------------|
| <input type="checkbox"/> | Service                    |              |
| <input type="checkbox"/> | Lost Goods Receipt         |              |
| <input type="checkbox"/> | Goods Receipt Not Provided |              |
| <input type="checkbox"/> | Other:                     |              |

|                 |  |
|-----------------|--|
| Requestor Name: |  |
| Date:           |  |