Business Office One Saxon Drive Alfred, NY 14802 607-871-2128 businessofc@alfred.edu

Alfred University Outside of Ordinary

| Missing Receipt / Expense Log | | | | |
|---|--------|----------|-------------------------|---|
| Required to be completed for small expenses where no receipt is available | | | | |
| Date | Amount | Merchant | Location / City & State | Detailed description of items purchased with Business Purpose |
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