

Lost or Missing Receipt Form

IMPORTANT: It is an employee's responsibility to obtain receipts, as required by the Procurement Card and Travel Policies and Procedures. This form is to be used only after all other attempts to obtain a copy of the original receipt have been exhausted. It is not intended to replace lost receipts on a consistent basis. Lost receipts should occur infrequently.

I, _____, have either not received or misplaced a receipt totaling \$ _____.

This affidavit is submitted in lieu of original receipt and attests:

- The expense was incurred on behalf of College business, and complies with applicable policies.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

Detailed Description of the Item(s) Purchased (including participants, if applicable):

Business Purpose:

\$ Amount: _____

Vendor Name: _____

Date of Receipt: _____

Claimant's signature _____ Date _____

Supervisor's signature _____ Date _____

Attach this affidavit in lieu of the receipt, and note in the comment section if a substitute receipt has been attached.