

Lost/Missing Receipt and Payment Verification



LOST/ MISSING RECEIPT and PAYMENT

VERIFICATION

Original Receipt was:

- Lost (please attach a copy if available)
- Never Received

Purchase Amount:

Date of Purchase:

\$ _____

Purchase paid with: Cash Personal Check Personal Credit Card ASC P-Card
(PLEASE CHECK ONE BOX)

Purchase From (Vendor):

Detailed Description of Items Purchased:

By signing below I certify that an original itemized receipt is not available and that I am not claiming reimbursement from any other source nor claiming this purchase as a tax deduction.

I also certify that the expenses incurred are for bona fide business purposes, and the information provided is true and accurate. I certify that the expenditures benefit the educational mission of the CSU policies, campus policy, and ASC policy, and that all items are for official business and include no personal expense, and if I found the receipts will not be turned in for a duplicate reimbursement, but will be surrendered to ASC to be attached to the backup.

Print Name

Signature

Date

Lost/Missing Receipt and Payment Verification Form

Complete this form if you have lost or misplaced the itemized original receipt to be claimed for reimbursement.

Please note this form should only be used on or for the rare occasion an individual loses or misplaces the itemized original receipt.