



Affidavit of Lost Receipt

Please complete and attach to submission documents			
Print Purchaser Name (First Name, Middle Initial, Last Name):		Purchaser Phone Extension:	
Vendor Name:		Vendor Phone Number:	
Purchase Date:		Payment Method:	
QTY	Description of Items Purchased	Unit Price	Extended Price
Alcohol Purchased? YES NO		Tax	
		Shipping	
		Total	
Reason for lack of itemized receipt (required):			
<p>I certify while on official university business, I incurred the above expense(s) as described. I have lost, misplaced, or did not receive receipt documentation from the vendor. I certify that this is a legitimate charge that I have not previously requested, nor will again in future requests for reimbursement.</p>			
Purchaser Signature:		Date:	
Supervisor Signature:		Date:	