

AFFIDAVIT OF LOST OR UNAVAILABLE RECEIPT



Instructions

All information requested on this form needs to be completed before it will be accepted.

Please Print or Type

Name	Name of Vendor	City
Date of Receipt	Total Cost	Vendors Telephone Number
Reason for Missing Original Receipt		Description of Expense
Form of Payment		
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card (Attach Credit Card Slip)	<input type="checkbox"/> Check

Certification

While on official university business I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

I certify that this is a proper charge for a cost incurred while on official university business and that I have not previously requested, nor will I again request reimbursement for this expense.

Signature	Date
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SUPERVISOR APPROVAL

Signature of Supervisor	Date
Print Supervisor Name	

This form may not be used for the following as duplicate receipts may be obtained for these expenses.

- 1.) Airline tickets
- 2.) Car rental receipts
- 3.) Lodging receipts
- 4.) Registration receipts / brochures

For Business and Financial Services Purposes Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
Reason	
BFS Signature	