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 ☐ UAS 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 UAS 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 UAS to be attached to the backup.

_____

Print Name

_____

Signature

_____

Date