

ASSOCIATED STUDENTS, CSUF, INC.

CERTIFICATION FORM

- Complete the applicable sections below
- Attach this completed form to your check request

CERTIFICATION OF FAX OR COPY OF INVOICE

I certify that the attached invoice copy/fax copy from _____ [vendor name], invoice number _____ in the amount of \$_____ is presented as an original invoice for payment.

Print Name, Title: _____

Signature: _____ Date: _____

Accounting Department Certification:

I certify that the above invoice(s) has/have not been paid previously.

Signature: _____ Date: _____

CERTIFICATION OF MISSING RECEIPT AND INTERNET/E-MAIL PURCHASE

I certify that the receipt/invoice from _____ [vendor name] in the amount of \$_____ is lost, missing, an Internet or e-mail charge, or not available/provided from the vendor and that the items/merchandise or services was/were received/provided. Additionally, the Internet or e-mail charge is presented as an original invoice.

Description of purchase: _____

Recipient Printed Name: _____

Recipient Signature (if available): _____ Date: _____

Approved By - Printed Name: _____

Signature: _____ Date: _____

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CERTIFICATION OF AIRLINE TICKET USE

I certify in the absence of an airline boarding pass(es) or passenger ticket(s) that the airline ticket(s) issued to _____ [attach list if more than one individual name] for travel to _____ [destination], from/to _____ [dates of travel] was/were used for the purpose intended per the attached check request.

Print Name, Title: _____

Signature: _____ Date: _____

CERTIFICATION FOR TRAVEL REIMBURSEMENT

I certify in the absence of a paid hotel bill (zero balance) that _____ [name of individual] stayed at the _____ [name of hotel] for the period from/to _____ [dates of stay] and was charged \$_____ for this stay.

Print Name, Title: _____

Signature: _____ Date: _____