

## CERTIFICATION FORM – MISSING RECEIPT

This form is be used as documentation ONLY if the actual itemized receipt is not attainable for a transaction. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. Please list any expense(s) paid with a corporate credit card, personal credit card, or cash. The form must be filled out COMPLETELY, signed by the individual, and approved by the Supervisor/Advisor.

Date of Request \_\_\_\_\_

Name \_\_\_\_\_

CWID (if applicable) \_\_\_\_\_

Department/Organization \_\_\_\_\_

Project Number \_\_\_\_\_

**Information About the Missing Receipt:**

Vendor Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Vendor Address \_\_\_\_\_

Form of Payment:  Corporate Credit Card  Cash  Personal Credit Card  Personal Check

Date of Purchase \_\_\_\_\_

Item Description	Purpose	Amount
Total		

Explain the reason why the original receipt is missing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing, I certify that an original itemized receipt is not available and that I am not claiming reimbursement from any other source. I also certify that the expenses included are for bona fide business purposes, and do not include any alcohol purchases. The information provided is true and accurate.

\_\_\_\_\_  
Name Signature Date

Approval (Supervisor/Advisor)

\_\_\_\_\_  
Name Signature Date

**Financial Services Office Only:**

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Time Stamp:
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