



CERTIFICATE OF MISSING RECEIPT/INVOICE

This form must be completed for missing receipt(s)/invoice(s) required as part of any reimbursement or Purchasing Card transaction. Acceptance of this form in lieu of the original receipt/invoice is at the discretion of the funding approver(s) and Accounting Services. The University is under no obligation to reimburse for unsubstantiated costs.

Employee/Payee Name: _____

Vendor Name: _____

Voucher # _____

Missing Receipt/Invoice Amount \$ _____ Transaction Date (mm/dd/yyyy): _____

Description of Purchase(s): _____
_____ Total Cost: \$ _____

Reason original itemized receipt/invoice is not available:

Employee/Payee has made the following attempts to obtain receipts or documentation:

Certification Signatures - I hereby certify the following:

- No alcohol is being reimbursed.
- All goods or services purchased on this transaction were for university use. No personal purchases were made.
- I will not seek reimbursement from the university in any other manner for this transaction.
- Original itemized receipt/invoice is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of Reimbursement system privileges.

Employee/Payee: _____ Date: _____

Department Chair/Director: _____ Date: _____

(If the employee/payee is the department chair/director, please obtain signature from the employee/payee's supervisor.)

This form must be attached to the Voucher or Statement of Account in lieu of the original receipt/invoice for the above listed reimbursement or Purchasing Card transaction.