



### LOST RECEIPT CERTIFICATION FORM

If an original itemized receipt is lost, the requester must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the requester must indicate that they attempted to secure a copy of the lost receipt. A "Lost Receipt Certification Form" must be completed for each lost receipt and attached to the Parked Vendor Invoice submitted for reimbursement.

**This certification attests to the following:**

a. No original itemized receipt is available for the expense. Please check applicable statements below.

- A duplicate receipt obtained from the billing agency is attached.
- The billing agency is unable to provide a duplicate receipt.
- Proof of payment is attached (i.e., credit card statement, cancelled check)  
Note: This is required.

b. The expense was incurred on behalf of the university.

c. The item and amount of the expense are accurate.

d. No reimbursement of this expense has been or will be sought or accepted from another source.

**Please provide a brief description of the expense.**

Amount \$ \_\_\_\_\_ Date Expense Incurred \_\_\_\_\_

Billing Agency \_\_\_\_\_

Description of Expense \_\_\_\_\_

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Please provide signatures.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Approver (typed or printed) \_\_\_\_\_

Approver's Title (typed or printed) \_\_\_\_\_

Approver's Signature \_\_\_\_\_ Date \_\_\_\_\_