



STUDENT ACTIVITIES BUSINESS OFFICE LOST RECEIPT CERTIFICATION FORM

THIS COMPLETED FORM SHOULD BE SUBMITTED WITH AN EXPENSE ITEM AS AN ATTACHMENT

If an original receipt is lost, the requester must ask the merchant for a duplicate. If the merchant is unable to provide a duplicate, the traveler or 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 check request.

This certification attests to the following:

- a) No original receipt is available for this expense. Please check applicable statements below:
- ☐ A duplicate receipt obtained from the merchant is attached.
 - ☐ The merchant is unable to provide a duplicate receipt.
 - ☐ Proof of payment is attached, (i.e., credit card statement, cancelled check, etc.) **NOTE: This proof is required.**
- b) The expense was incurred on behalf of the University/Student Organization.
- c) The item and amount of the expense is 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.

Name(s) and contact information for the Rutgers' student responsible for lost receipt/s:	
SABO ACCOUNT NAME AND NUMBER:	
REQUESTER NAME:	
PHONE:	
RUTGERS EMAIL:	
Date Expense Incurred:	Amount: \$
Merchant Information:	
Description of Expense (attach additional sheets, if necessary):	

Requester:

Signature _____

Name: _____

Title: _____

Date: _____