



LOST RECEIPT CERTIFICATION FORM

If an original receipt is lost, the requester must ask the place of purchase for a duplicate. If the place of purchase is unable to provide a duplicate the requester must indicate that they attempted to secure a copy of the lost receipt.

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 place of purchase is attached.
 - The place of purchase is unable to provide a duplicate receipt.
 - Proof of payment is attached (i.e credit card statement, cancelled check)
 - Other-explanation _____
- B. The expense was incurred on behalf of my student organization.
- C. The item and amount of the expense request 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 expense.

Amount _____ Date Expense Incurred _____

Place of Purchase _____

Description of Expense _____

Please provide signatures:

Requestor

Treasurer

SABO Account Number

Advisor