

Central Washington University
Accounting Office

Verification Statement

It is important to submit original receipts, however this form is used when a receipt for a purchase is lost or destroyed.

Under penalty of perjury, I hereby certify that I incurred the cost of following:

Item Description _____

Date of Purchase _____

Vendor and Location _____

Speedtype _____ Account # _____

Brief explanation of why there is no receipt:

Signature of Purchaser Date _____

Supervisor's Signature of Approval Date _____

This form shall be used for lost receipts when submitting request for payment from Travel, Petty Cash, and Accounts payable.