



Central Washington University  
SURC Accounting Office

## Lost Receipt 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 the following:

Item Description \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Vendor and Location \_\_\_\_\_

Club/Org/Individual Name \_\_\_\_\_

Amount of Receipt \_\_\_\_\_

Brief explanation of why there is no receipt:

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature of Approval  
(Required with no documentation/proof of payment)

\_\_\_\_\_  
Date