



Central Washington University

Lost Receipt Form

for lost receipts when submitting request for payment from Travel, Petty Cash, and Accounts Payable

Name of Purchaser

Vendor and Location *(city, state)*

Date of Purchase

Amount \$

Speedkey

Account

Item Description *(if lite refreshments or group meals, please list all items and number of invitees)*

Explanation of why there is no receipt *(check one)*

☐ Not received

☐ Lost

☐ Difficult to read

By signing below, I, the purchaser, under penalty of perjury, certify that I incurred the above cost while on official Central Washington University business, and that I have not previously requested nor will I again request reimbursement for these expenses. I also certify that I have made all reasonable efforts to obtain a copy of the receipt from the vendor.

Signature of Purchaser _____

Date

Signature of Supervisor _____

Date

Supervisor's Name *(print)* _____