

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 # \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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.