

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.*

Club Name: _____

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

Item Description: _____

Vendor and Location: _____

Date of Purchase: _____ Amount of Receipt: _____

Brief explanation of why there is no receipt: _____

Is a bank statement attached? ☐ **Yes** ☐ **No*** (*Advisor's Signature Required)

Printed Name: _____ Date: _____

Signature: _____

***If a bank statement is not attached an Advisor's signature is required.**

_____ Date _____
Advisor's Signature of Approval **

***Advisor's signature must be obtained by printing out this form and having them sign in-person OR
they can email their approval from their cwu.edu email address.*