

# 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:**

Description of Item(s): \_\_\_\_\_

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

Date of Purchase: \_\_\_\_\_ Amount of Receipt: \_\_\_\_\_

**Brief explanation of why receipt is not available:**

**Proof of financial transaction (bank statement, etc.) attached?**     Yes     No\*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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

*\*\*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.*