



Lost / Missing Receipt / Invoice Verification Form

Purchaser Name: _____

Department: _____

Email: _____

Foundation Project Number: _____

Object Code: _____

P-Card Statement Billing Period: _____

Invoice or Reference Number (if any): _____

Verification of items received

Vendor Name: _____

Date of Purchase: _____

Purchase Amount (\$): _____

Item No.	Qty	Description with Price per unit	Price
Subtotal			\$
Sales Tax			
Shipping/Handling			
TOTAL			\$

Original Receipt was:

Lost

Never Received

Reason(s) itemized invoice/receipt was not obtained for this order:

For the purchase stated above, I certify I have taken all measures to obtain a duplicate receipt, the original itemized receipt is not available. I am not claiming reimbursement from any other source nor claiming this purchase as a tax deduction.

Purchaser Signature

Date

Authorized Project Signer Name

Approval Signature

Date