



## Lost Receipt

Attachment to Expense Report

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Please accept this statement in lieu of the original receipt:

Amount: \$ \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Paid To: \_\_\_\_\_

Goods/Services: \_\_\_\_\_

Incurred for (describe College business) \_\_\_\_\_

This expense is accurately stated on my expense report; and I have not received, nor will I receive, reimbursement for this expense from any other source.

I understand that the College requires original receipts to help ensure all disbursements are proper and in compliance with tax, audit, legal, and other regulatory requirements. A duplicate of the original receipt has been pursued and is not available.

\_\_\_\_\_  
(PRINT name of purchaser)

\_\_\_\_\_  
(Signature of purchaser)

*Printed name and signature of person authorized to approve:*

\_\_\_\_\_  
(PRINT name of approver)

\_\_\_\_\_  
(Signature of approver)

Date Prepared: \_\_\_\_\_

Date Approved: \_\_\_\_\_