

Missing Receipt Declaration

University of San Diego Office of Accounts Payable

1. Payee Information

Name:	Date:
Phone:	USD Email:

2. Important Information

The Missing Receipt Declaration should be used on rare occasions and may not be used on a routine basis. Excessive use of a Missing Receipt Declaration may revoke the privilege of providing a declaration in lieu of a receipt. Excessive use is defined as using this form more than twice per fiscal year. Please make every effort to contact the vendor/merchant to request a copy of your missing receipt before using this form.

The persons above certify that the amount shown is the amount actually paid; that the payee has not and will not submit a duplicate claim; and that the payee has not and will not seek a claim for these expenses from any other University source.

3. Missing Receipt Information

Supplier/Merchant Name	Date	Business Purpose/Persons Involved	Amount

4. Receipt and Payment Information

The Receipt was:	Lost	Never Received	Other
Payment Method:	One Card	T&E/P-Card	Personal Credit Card
	Check	Cash	Other

5. Approvals - I certify that the information provided has been reviewed and is accurate, allowable and appropriate. It is within my budgetary authority to approve the expense(s).

Payee		
Print Name: _____	Signature: _____	Date: _____
Budget Administrator		
Print Name: _____	Signature: _____	Date: _____
Supervisor		
Print Name: _____	Signature: _____	Date: _____

For Office of Accounts Payable Use Only

Date Stamp - Received

AP Reviewed and Approved: Date:	
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