



## Lost Receipt Declaration Form

If a duplicate receipt cannot be obtained, the claimant must submit the following signed declaration with their Reimbursement claim.

### Re: Original Receipt

**I, \_\_\_\_\_ hereby declare that I have lost, or never received, the original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.**

A detailed list of the goods and/or services purchased is as follows:

Vendor Name: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Description of goods/services purchased: \_\_\_\_\_

\_\_\_\_\_

Printed name of claimant: \_\_\_\_\_

Signature of claimant: \_\_\_\_\_

Club/Association: \_\_\_\_\_

Printed Name of Club/Association Faculty Advisor: \_\_\_\_\_

Signature of Club/Association Faculty Advisor: \_\_\_\_\_