LOST / MISSING RECEIPT AND PAYMENT

Auxiliary Accounting

5500 University Parkway, San Bernardino, CA 92407 Main (909) 537-7213 Fax (909) 537-7175

(Please Check Only One Box) (Please include copy of statement showing expenditure or copy of front and back of cancelled check) Any purchase made with cash will not be reimbursed without a valid receipt. Please contact Auxiliary Acc if you have additional questions. hase From (Vendor): led Description of Items Purchased: By signing below I certify that an original itemized receipt is not available and that I am not claim reimbursement from any other resource nor claiming this purchase as a tax deduction. I also certify that the expense incurred is for the bona fide business purpose, and the informatio provided is true and accurate. If there is more than one expense additional forms should be completed. I certify that the expenditure is for official business and include no personal expense	Never Received Date of Purchase I with: Personal Check Personal Credit/Bank Card (Please Check Only One Box) of statement showing expenditure or copy of front and back of cancelled check) with cash will not be reimbursed without a valid receipt. Please contact Auxiliary Accountie questions. : tems Purchased: certify that an original itemized receipt is not available and that I am not claiming in any other resource nor claiming this purchase as a tax deduction. e expense incurred is for the bona fide business purpose, and the information d accurate. If there is more than one expense additional forms should be	Never Received Date of Purchase Date of Purchase Purchase paid with: Personal Check Personal Credit/Bank Card (Please include copy of statement showing expenditure or copy of front and back of cancelled check) Any purchase made with cash will not be reimbursed without a valid receipt. Please contact Auxiliary Account if you have additional questions. Be From (Vendor): Description of Items Purchased: Description of Items of the bona fide business purpose, and the information provided is true and accurate. If there is more than one expense additional forms should be completed. I certify that the expenditure is for official business and include no personal expense, ar the receipt is found I will surrender it to the Auxiliary Accounting Office to be attached to the original document.	_	
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