



California State University, San Bernardino
 Accounts Payable Department
 5500 University Parkway, Sierra Hall SH105
 San Bernardino, CA 92407
 Email: payables@csusb.edu

Lost Receipt Affidavit

Business Unit:	
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Instructions:

Complete this form online, obtain approval and route to the Accounts Payable Department. For more information, you may hover over any field for additional help text.

This form is to be used where the original receipt is not available, lost, damaged or illegible. This form must be approved by the employee's supervisor to substitute for the actual receipt. This form is to be used only after all other attempts to obtain a copy of the original receipt have been exhausted. It is not intended to replace lost receipts on a consistent basis. Lost receipts should occur infrequently. It is the policy of CSUSB that original, itemized receipts are required to support an expense. This completed and approved form must accompany any associated transaction where a receipt is not available. One form is required for each missing receipt. **Items in red are required fields.** The lost receipt guideline can be located at the following link: <https://www.csusb.edu/accounts-payable/procedures>

Justification

Enter Reason for Lost Itemized Receipt:
Business Purpose - How will this expenditure benefit the educational mission of CSUSB:

Purchase Details

Transaction Date:	Merchant Name:	Merchant Location: (City/State)		
Detailed Description of Item(s):	Subtotal:	Shipping:	Sales Tax:	Total Cost:
Method of Payment:	<p align="center">Cash</p> <p>Payments made in cash where a purchase cannot be substantiated may require a certification from the vendor or merchant as to cost of items purchased.</p>	<p align="center">Personal Check</p> <p>Substantiate by including a copy of the front and back of the cleared check.</p>	<p align="center">Personal Credit/Bank Card</p> <p>Substantiate by including a copy of your bank statement showing the expenditure.</p>	<p align="center">Yes No</p> <p align="center">Alcoholic Beverages</p> <p>Was the purchase of alcoholic beverages included on the lost/missing receipt?</p>
Comments/Notes:				

Certification and Approval

I, the requester, certify that this Lost Receipt Justification Form represents a purchase that is reasonable and necessary for the department's operations and the mission of CSUSB. By signing below I certify that an original itemized receipt is not available and that I am not claiming reimbursement from any other source nor claiming this purchase as a tax deduction. If the receipt is found at a later time, I will surrender it to the Accounts Payable Department to be appended to the original document.

Claimant Signature:	Claimant Name and Title:	Phone Number:
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I, the appropriate administrator/approver, certify that the activity represented on this Lost Receipt Justification Form is reasonable and necessary for the department's operation and the mission of CSUSB. I verify that the transaction complies with University policies and authorize this form to substitute for the original receipt.

Approval Signature:	Approver Name and Title:	Phone Number:
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