

LOST RECEIPT AFFIDAVIT

This is to certify that on _____ 20_____

I paid the sum of \$_____ for _____

Vendor's Name _____

Vendor's Address _____

ITEMS	COST
_____	_____
_____	_____
_____	_____

TOTAL COST _____

I further certify that the *itemized receipt* for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt to obtain reimbursement for this expenditure. **A copy of your Debit or Credit Card Statement must accompany this Lost Receipt Affidavit.** I also certify that no alcoholic beverages or tobacco products and/or gift cards/gift certificates were purchased.

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization. I also certify that I have not been previously reimbursed for these expenses and am still currently due this reimbursement.

SIGNED _____

PRINTED NAME _____

APPROVED FOR EXPENDITURE:

ADVISOR

PRESIDENT

TREASURER

THIS LOST RECEIPT AFFIDAVIT MUST BE SUBMITTED ONLINE THROUGH COOL FOR PAYMENT PROCESSING.