College of Natural Resources

**EXPLANATION OF LOST RECEIPT**

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| --- | --- | --- |
| Index # | Card Number (last 4 digits ONLY) | CNR Motor Pool Fleet Vehicle Plate Number |
| Name of Purchaser | Name of Vendor | Vendor Address  City State Zip |
| Date of Receipt | Total Cost | Vendor Telephone Number |
| Is this a P-Card Purchase? Y N  If Yes, please read the statement below and initial your understanding.  \_\_\_\_\_\_\_\_ I understand P-card transactions without a receipt will be moved to my personal account. I may then file for out-of- pocket reimbursement.  Initials  \_\_\_\_\_\_\_\_\_ I understand it is my responsibility to ensure that the expenses moved to my personal account are then repaid to the university.  initials    \_\_\_\_\_\_\_\_\_ I understand that continued lost receipts on P-card purchases will result in termination of my P-card privileges.  initials | | |
| Detailed description of Expense and how it relates to the budget listed above: | | |

Expense certification:

While conducting business for the University of Idaho, I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this explanation in lieu of the missing receipt.

*I certify that these are proper charges for cost incurred for official University of Idaho business and that I have not previously requested nor will I again request reimbursement for these expenses.*

|  |  |
| --- | --- |
| Purchaser Signature | Date |
| Approving Authority Signature  (Dean’s-level approvers only) | Date |