

Lost or Unavailable Receipt Form

▶ Use this form if you are unable to provide an original receipt.

General Information

Purchaser Name _____ Department ID Number _____

Merchant Name _____ Merchant Location _____

Purchase Information

Date of Purchase _____

Amount of Purchase _____

The receipt was (check applicable):

- Lost
- Never Received
- Other

The form of payment I used (check applicable):

- ProCard
- Travel Card
- Personal Credit Card
- Check
- Cash
- Reimbursement - UTShare Expense Report # _____

Description and Business Purpose of Expense

Certification of Purchaser

I hereby certify the following:

- Original documentation is not in my possession for the reason stated above.
- That the expense was paid by me, and is true and accurate, was incurred for University Business on the date shown above and was not for personal use/gain or considered as an unallowable expense according to UTA's procedures.
- I acknowledge that repeated lack of documentation could result in future expenses not being reimbursed.
- I affirm that I have not been reimbursed for this expense by UTA or a third party. I will repay the University should duplicate reimbursements occur.

Purchaser Signature _____

Date _____

Approval for Payment

Signature for Approval _____
(Budget Administrator/Principal Investigator)

Date _____