

## CERTIFICATION FOR MISSING RECEIPTS

*ATTACH TO CLAIM FOR REIMBURSEMENT*

I certify that the original supplier receipt(s) for the expense(s) claimed were not provided, or have been lost or stolen, and therefore they are not available as supporting documentation. The details of the missing receipt are as follows:

Date (yyyy-mm-dd)	Supplier	Description of what was purchased. Be as specific as possible.	Amount

These receipts were not used for other claims, and I agree to forward the originals to Financial Services in the event that they are found or otherwise become available.

Signature:

Date:

### CERTIFICATION OF DEAN OR DEPARTMENT HEAD

To the best of my knowledge, these expenses were incurred for legitimate University purposes and the expenses claimed are reasonable.

Signature:

Date: