

College of Natural Resources

EXPLANATION OF LOST RECEIPT

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
<p>Is this a P-Card Purchase? Y N</p> <p>If Yes, please read the statement below and initial your understanding.</p> <p>_____ 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</p> <p>_____ I understand it is my responsibility to ensure that the expenses moved to my personal account are then repaid to the university. initials</p> <p>_____ I understand that continued lost receipts on P-card purchases will result in termination of my P-card privileges. initials</p>		
<p>Detailed description of Expense and how it relates to the budget listed above:</p> 		

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