



CARTHAGE
COLLEGE

LOST / NON-ISSUED RECEIPT CERTIFICATION FORM

In the rare event that a receipt(s) is lost or cannot be issued by a vendor, the traveler or requester must complete this form and obtain the signature of the budget authority (division or department head, Associate Provost for J-term expenses) before submitting.

This certification attests to the following:

- a. No original receipt(s) is available for this/these expense(s).
- b. The expense was incurred on behalf of the college within the past 30 days.
- c. The item and amount of the expense are accurate.
- d. No reimbursement for this expense has been or will be sought or accepted from another source.

Please provide a brief description of the expense.

Item #	Date Expense Incurred	Amount	Vendor Name	Description of Expense

Requester Signature: _____ Date: _____

Approver's Name (typed or printed) _____

Approver's Title (typed or printed) _____

Approver's Signature: _____ Date: _____