FIU FLORIDA INTERNATIONAL UNIVERSITY

Office of The Controller

Lost/Replacement Receipt Form

Payment Method: ◯ **Cash** ◯ **Personal Debit/Credit Card** ◯ **University Issued Credit Card (Departmental/TE Card)**

This form is to be used ONLY if the actual receipt, invoice, packing list or internet order form is not available.

It will be allowed only in extenuating circumstances. This form must be filled out COMPLETELY and signed by the purchaser and by a unit approver with budget authority.

Employee and Transaction Information

Employee Name: _____ Panther ID #: _____

Department Name: _____ Work Phone #: _____

Type of Expense (i.e. taxi,Uber, commodity) _____

Vendor Name: _____ Purchase Date: _____

Vendor Location: _____ Vendor Phone : _____

Explanation of why receipt is unavailable: _____

Description of Purchase (itemized by item and cost if appropriate)

Description	Cost
Total:	

Business Purpose: _____

Employee Certification:
By completing this form, I acknowledge that I have made every attempt to obtain a copy of the receipt from the vendor. I understand that if it is found, I cannot submit it for reimbursement or payment through another source. This form cannot be used for any expense of which an individual can obtain a duplicate receipt from the merchant, including, but not limited to airfare, auto rental, lodging, food/restaurant, etc...

Travel Related Purchases Only: All lost receipt forms for purchases made with debit or credit card must include a bank or credit card statement supporting the amount charged and the merchant paid.

Employee Signature: _____ Date: _____

Unit Approver Certification:
By signing this form, I agree that the above purchase was for business purposes. The employee was reminded that that vendor receipts are required for all university purchases.

Printed Name: _____ Title: _____

Signature: _____ Date: _____