



Receipt Unavailable Certification Form

Payment Method:  Cash  Credit Card  University Issued Credit Card (Department/TE Card)

This form is to be used Only if the actual receipt is unavailable. This form cannot be used for any expense for which an individual can obtain a receipt from the merchant, including, but not limited to, airfare, auto rental, registration, lodging, food/restaurant, etc.

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:	Amount:
Description:	
Business Purpose:	
Vendor Name:	Purchase Date:
Vendor Location:	Vendor Phone:

**Employee Certification:**

While on official University business, I incurred the expense described above. I did not receive a receipt documenting payment. I am submitting this certification in lieu of a receipt.

I certify that this is a proper charge for a cost incurred while on official university business and that I have not previously requested, nor will I request reimbursement for this expense again.


All unavailable 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.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: \_\_\_\_\_