Understanding that there are occasions when a receipt may not be available, this form will allow for reimbursement under certain circumstances. Please note that each circumstance will be held to a standard of reasonableness.

**Receipt Not Received for Purchase**

If you did not receive a receipt for your purchase (such as parking or toll fees), explain the circumstances here:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Your Signature: ___________________________ Date: ______________

Approving Official Signature: ___________________________ Date: ______________

**Itemized Receipt Not Received for Purchase**

If the vendor was not able to provide you with an itemized receipt (such as the purchase of donuts), you must provide the receipt you have along with a detailed list of the items purchased.

Your Signature: ___________________________ Date: ______________

Approving Official Signature: ___________________________ Date: ______________

**Original Itemized Receipt Lost**

In order to be reimbursed, you must provide an original itemized receipt. If you have lost the receipt, or only have a photocopy, a one-time exception may be made. Please provide a detailed list of item(s) purchased, including the cost of each. Please note that you may not be reimbursed for a lost receipt for subsequent purchases.

Your Signature: ___________________________ Date: ______________

Approving Official Signature: ___________________________ Date: ______________

_____________________________________________________________________________________

**Bursar’s Office Approval/Denial**

( ) Approved  ( ) Denied

Signature: ___________________________ Date: ______________ ( ) Logged

Reason (if denied) ________________________________________________________________

_______________________________________________________________________________________