



**Lost Receipt Form**

**Cal Poly State University, San Luis Obispo**  
 Accounts Payable Office Admin Bldg. Rm. 129  
 (805)756-2291 Main Line (805)756-2292 Fax Line

This form is to be used when an invoice, receipt, or other supporting documentation is misplaced or not received. Standard procedure is to submit the original receipt or invoice as supporting documentation for expenditures. When an invoice or receipt is not available this form must be attached to the check request or ProCard Statement.

**The purchaser should make every effort to obtain a receipt or other documentation to support university expenses.**

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Purchaser's Name: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Vendor's Full Address: \_\_\_\_\_

Reason(s) itemized receipt was not obtained:

\_\_\_\_\_

Quantity	Description of Items Purchased	Unit Price	Extended Price
		Tax	
		Shipping	
		Freight	
		Total	

*Please accept this memo as evidence of purchase in lieu of the original receipt. I am aware that excessive instances of lost receipts/invoices may result in additional substantiation requirements.*

\_\_\_\_\_  
*Purchaser Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approving Official Printed Name*

\_\_\_\_\_  
*Approving Official Signature*

\_\_\_\_\_  
*Date*