

Anderson University	Business Office
Lost Receipt Form	
Check one:	
<input type="checkbox"/> Lost Receipt <input type="checkbox"/> Receipt Not Given	
Purchase date:	Amount: \$
Goods/services purchased:	
Reason for purchase:	
Check one:	
<input type="checkbox"/> For University Credit Card Purchases: My signature certifies that I made this purchase on my University credit card for a qualified business expense as noted above.	
<input type="checkbox"/> For Reimbursement: By signing this form, I certify that I spent personal funds for qualified Anderson University business expenses for which I have not yet been reimbursed. I acknowledge that I will submit the original receipts to the Business Office immediately in the case that I should obtain them.	
Signature:	Date:

Anderson University	Business Office
Lost Receipt Form	
Check one:	
<input type="checkbox"/> Lost Receipt <input type="checkbox"/> Receipt Not Given	
Purchase date:	Amount: \$
Goods/services purchased:	
Reason for purchase:	
Check one:	
<input type="checkbox"/> For University Credit Card Purchases: My signature certifies that I made this purchase on my University credit card for a qualified business expense as noted above.	
<input type="checkbox"/> For Reimbursement: By signing this form, I certify that I spent personal funds for qualified Anderson University business expenses for which I have not yet been reimbursed. I acknowledge that I will submit the original receipts to the Business Office immediately in the case that I should obtain them.	
Signature:	Date: