

Anderson University	Lost Receipt Form	Business Office
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:	

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