Oregon State University

Lost/Non-Itemized Receipt Affidavit
PCMM/Accounts Payable

Vendor Name: _____

Vendor Address: _____

Date of Transaction: _____

Amount of Transaction: _____

Details of Purchase:

I request that this memorandum be accepted as a substitute for the itemized receipt as required by Oregon State University regulations.

_____

Claimant's Name (Print) Claimant's Signature Date

I certify that no alcohol, drugs or other unallowable items were purchased.

_____

Department Head's Signature

Expenditures requiring receipts need to be substantiated by original valid receipts provided by the vendor detailing the goods or services received. If this information is not printed clearly on the receipt, and in those rare instances when a receipt has been lost or destroyed, an affidavit signed by the claimant and the unit head providing the vendor's name and address, an itemization of the purchase, and a disclaimer that no alcohol was purchased can be substituted. The affidavit should be used only in rare circumstances. Since credit card charge slips and credit card statements provide proof of payment, but do not normally provide an itemization of the expense, they cannot be accepted as a valid receipt.