Vendor Name: Fred Meyer
Vendor Address: 777 NW Kings Blvd Corvallis, OR 97330
Date of Transaction: 1-29-20
Amount of Transaction: 50.00

Details of Purchase:
Fruit, burger patties, burger buns, and soda for club party
1-29-20
Corvallis, OR

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

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

Benny Beaver
Claimant’s Name (Print)

Benny Beaver
Claimant’s Signature

1-29-20
Date

Please reference RSO Finance & Account Guidelines for appropriate use of funds.

(Dante Holloway/Brittany Nefcy)
ELA 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.
Vendor Name: ____________________________________________________________

Vendor Address: _______________________________________________________

Date of Transaction: ______________________________

Amount of Transaction: ___________________________

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

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

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

Please reference RSO Finance & Account Guidelines for appropriate use of funds.

ELA Signature

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