HUMBOLDT STATE UNIVERSITY

Sponsored Programs Foundation

Lost Receipt Memo

(Must be attached to SPF Check Request)

Date of Purchase	
Vendor Name	
Vendor Address	
City, State, Zip	

Qty	Description of Item Purchased	Unit Price	Total Price
		Tax	
		Shipping	
		Total	

Explanation for above-referenced missing receipt:

I certify that I incurred the above listed amount in authorized expenses for HSU Sponsored Programs Foundation and the original receipts were lost. I am requesting reimbursement for these expenses and I have not been reimbursed for this expense by any other party.

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Recipient Date