

Affidavit of Lost Receipt

Administrative Services
Washington State University
Pullman, WA 99164

Name of Claimant	Name of Vendor	City
Date of Receipt	Total Cost	Vendor's Telephone Number
Description of Expense		

While conducting official business for a RSO of Washington State University I incurred the expense described above. I have lost, misplaced, or did not receive the receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

I certify that these are proper charges for costs incurred while on official State of Washington business and that I have not previously requested nor will I again request reimbursement for these expenses.

Claimant Signature: _____ Date: _____

Advisor Signature: _____ Date: _____