

RSO Affidavit of Lost Receipt

For WSU Registered Student Organizations (RSOs)

Washington State University
Center for Student Organizations & Leadership
Pullman, WA 99164-7204

See UPPM 70.08 & 95.20 for additional instructions.

If this expense was paid with a **WSU Procurement Card (Pcard)**, the **cardholder** is required to use the form located at <https://policies.wsu.edu/prf/documents/2017/10/70-08-missing-document-affidavit.pdf/>

One form per receipt or invoice. Please do your best to obtain the receipt from the merchant or from your online account.

Helpful information for two common merchants to locate receipts:

- **Amazon:** click on your profile, "Track & Manage Your Orders", select the order, "View order details", print the "order summary".
- **Walmart** Receipt Lookup: <https://www.walmart.com/receipt-lookup>

NAME OF CLAIMANT	MERCHANT NAME	CITY & STATE	
MERCHANT'S TELEPHONE NUMBER	DATE OF RECEIPT	TOTAL COST	IF BANKCARD, LAST 4 DIGITS __ VISA CREDIT CARD
DESCRIPTION OF EXPENSE			
EXPLANATION RECEIPT WAS (check one): __ NOT RECEIVED __ LOST OR MISPLACED __ INADEQUATE (poor quality, not itemized, gratuity not included, missing information, missing payment information, etc.)			

While conducting official business for a WSU Registered Student Organization (RSO) I incurred the expense described above. I have lost, misplaced, or did not receive the receipt/invoice documenting payment or the receipt does not meet the required standards. I am submitting this affidavit in lieu of the missing documentation.

I certify that the amount shown above was expended for official business for a WSU Registered Student Organization (RSO) and that I have not previously requested nor will I again request reimbursement for this expense. I also certify that I have made all reasonable efforts to obtain a duplicate/copy of the receipt adequately documenting payment from the merchant.

CLAIMANT SIGNATURE	DATE
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NOTE: The RSO Advisor's signature approval can be found on the corresponding RSO purchase request form.