

Hamilton

LOST/ NON-ISSUED RECEIPT CERTIFICATION FORM

In the rare event that a receipt(s) is lost or cannot be issued by a merchant, the cardholder must complete this form and submit it in place of missing receipt.

This certification attests to the following:

- a. No original receipt(s) is available for this/these expense(s).
- b. The expense was incurred on behalf of the college.
- c. The item and amount of the expense are accurate.
- d. No reimbursement for this expense has been or will be sought or accepted from another source.

Please provide a brief description of the expense.

Last Four Card#	Date Expense Incurred	Amount	Merchant Name	Description of Expense

Cardholder's Name: _____ **Date:** _____