

CALIFORNIA STATE UNIVERSITY, STANISLAUS

MISSING RECEIPT AFFIDAVIT

I certify that the following items were ordered. This affidavit is in lieu of the original receipt.

Date: _____

Merchant: _____

Item No.	Qty.	Description	Unit Price	Extension
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			Subtotal	\$ _____
			Sales Tax	\$ _____
			Shipping	\$ _____
			TOTAL	\$ _____

Reason for lost receipt: _____

Signature

Date

Approving Authority Signature

Date