

**SUBSTANTIATION FOR LOST OR
UNOBTAINABLE RECEIPTS****LOST OR UNOBTAINABLE RECEIPT
INFORMATION****Vendor:** _____**Transaction Amount:** _____**Date of Transaction:** _____

Provide an explanation as to why the receipt or other documentation is not available, including attempts made to obtain the documentation from the vendor (a separate memo may be attached if desired):

Detailed Description (what was purchased):**Detailed Purpose** (why it was purchased):**COST COLLECTORS TO BE CHARGED**

Cost Object (CC/IO/WBS) #	G/L Account	Amount

VERIFICATION

I verify that this transaction was for authorized University business, was not reimbursed from another source, and complies with University policy and procedure.

Printed Name:_____
Signature and Date:**APPROVALS**

Transaction may not be reconciled until the following approvals are obtained:

Transaction Under \$100: Budget Administrator and Financial Officer or authorized FO delegate.

Transaction Over \$100: Budget Executive and Financial Officer or authorized FO delegate.

Any Transaction Charged to Federal or Federal Flow-Through Funds: Principal Investigator must approve the transaction.

Approved by:_____
Principal Investigator signature_____
Budget Administrator/Budget Executive signature_____
Financial Officer (or authorized delegate) signature