



Rutgers Camden Student Fund
Camden Campus Center
LOST RECEIPT FORM

If an original receipt is lost, the requester must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the requester must indicate that they attempted to secure a copy of the lost receipt. A "Lost Receipt Form" must be completed for each lost receipt.

This certification attests to the following:

- a. No original receipt is available for this expense. **Proof of payment (i.e. credit card statement, copy of check) must be attached to this form.**
- b. This expense was incurred on behalf of the university.
- c. The item and amount of the expense are accurate.
- d. No reimbursement of this expense has been or will be sought or accepted from another source.

Please provide a brief description of the expense.

Amount \$ _____ Date of expense occurred _____

Billing Agency _____

Description of expense _____

Proof of expense must be provided in form of quotes or item printout

Date of Event _____ ***Proof of event date must be attached***

Authorization:

Requester Signature _____ Date _____

Requester Name _____ Student Org _____

Officer Signature (President or Treasurer) _____

Advisor Signature _____

Student Affairs Signature _____