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**College of  
Engineering Lost  
Receipt Form**

**\*Please Note: Any transaction requiring a lost receipt form cannot be charged to a grant.\***

Date of Transaction: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Amount of Charge: \_\_\_\_\_

Materials Purchased \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For meals missing receipts, was alcohol purchased? \_\_\_\_\_ If yes, amount spent on alcohol: \_\_\_\_\_

Explain actions taken to acquire duplicate receipt to comply with University guidelines:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allocated to Purpose (UD Speedtype) \_\_\_\_\_ Allocated to Purpose (UD Speedtype) \_\_\_\_\_

Allocated to Account: \_\_\_\_\_ Allocated to Account: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_