

College of Natural Resources

EXPLANATION OF LOST RECEIPT

Index#	Card Number (last 4 digits ONLY)	CNR Motor Pool Fleet Vehicle Plate Number
Name of Purchaser	Name of Vendor	Vendor Address
Date of Receipt	Total Cost	City State Zip Vendor Telephone Number

Is this a P Card Purchase? Y N

If Yes please read the statement below and initial your understanding.

_____ I understand P card transactions without a receipt will be moved to my personal account. I may then file for out of pocket reimbursement.
initials

_____ I understand it is my responsibility to ensure that the expenses moved to my personal account are then repaid to the university.
initials

_____ I understand that continued lost receipts on P card purchases will result in termination of my P card privileges.
initials

Detailed description of Expense and how it relates to the budget listed above:

Expense certification:

While conducting business for the University of Idaho, I incurred the expense described above. I have lost, misplaced or did not receive the receipt documenting payment. I am submitting this explanation in lieu of the missing receipt.

I certify that these are proper charges for cost incurred for official University of Idaho business and that I