



# Seattle University Affidavit of Lost Receipts

**PLEASE COMPLETE THE FORM ELECTRONICALLY BEFORE PRINTING AND SIGNING**

## **EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ SU ID No. \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Department: \_\_\_\_\_

## **VENDOR/PURCHASE INFORMATION**

Vendor Name: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_  
Purchase Amount: \_\_\_\_\_

Detailed Description of the Expense:

Document any alternative ways in which this expense can be substantiated and attach substantiation document (if any):

## **EMPLOYEE ATTESTATION**

I certify that I made the purchase above for official business, but do not have a receipt because (check all that applies):

- The vendor did not provide an itemized/detailed receipt
- I have requested an invoice, but the vendor has not provided it.
- I have a receipt but cannot locate it.
- I have a receipt, but it is not readable and this document is provided in order to describe the item purchased (attach the unreadable receipt)
- Order was placed via telephone or fax and vendor has not supplied an invoice.

This document will be used in lieu of an invoice or receipt for this transaction. I certify that the item listed above was purchased and received for Seattle University business and was made in accordance with the University's policies at [www.seattleu.edu/controllers-office](http://www.seattleu.edu/controllers-office). I also understand that the original documentation is required but based on my circumstances as noted above, this documentation is not available. Furthermore I understand that unsubstantiated expenses (i.e no original receipts) are subject to income tax withholding, social security, Medicare, and federal unemployment taxes.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Controller's Office tracks the number of Affidavit of Lost Receipts turned in by each employee for the current fiscal year. On the sixth occurrence and thereafter, employees must also seek approval from the Area Vice President.