

Activity/State Accounts

Lost Receipt Verification Policy and Procedure

If mitigating circumstances have occurred that result in a lost receipt or the inability to obtain a receipt, a Lost Receipt Verification Form on Lotus Notes should be submitted as a request for special consideration. The Budget Authority of the account to be charged and the supervisor of the person who lost the receipt should be included in the approval cycle. The form should be printed and the person who lost the receipt should sign.

- List the payee
- List the name of the vendor where the item was purchased. A separate form must be used for each lost receipt.
- List the account number that will pay for the expenditure
- List the date the transaction occurred.
- List PO# if the transaction is being paid through a Purchase Order (Activity Account) OR P-card Bank ID and P-card Cardholder name (State Account).
- List each item purchased from the vendor and the amount.
- Provide a detailed description of what the items were used for.
- List the method of payment for the items purchased.
- Provide a detailed description of the reason why a receipt was not received or retained.
- Provide information about the attempts to get a duplicate receipt.
- Send the signed copy to Accounts Payable for processing.

Accounts Payable will approve or deny the request.