

Lost Receipt Form

Card holder:

Supplier:

Date:

Quantity	Description	\$
	(Full description of goods purchased – University purchases only)	
	(Tax Code – I – Input Tax – as no tax docket has been provided)	
	Total:	

Certified Correct: _____
(Signature of Card holder)

This form may be used when no other appropriate documentation obtained or where original documentation has been lost or destroyed. Total cost of transaction expensed against cost centre.

Updated: 23/05/2023
 Form: PCD1