

CERTIFICATE OF MISSING RECEIPT/INVOICE

This form must be completed for missing receipt(s)/invoice(s) required as part of any Request for Payment. Acceptance of this form in lieu of the original receipt/invoice is at the discretion of the UND Alumni Association & Foundation. The UND Alumni Association & Foundation is under no obligation to reimburse for unsubstantiated costs.

Employee/Payee Name: _____

Vendor Name: _____

RFP #: _____

Missing Receipt/Invoice Amount \$ _____ Transaction Date: _____

Description of Purchase(s): _____
_____ Total Cost \$ _____

Reason original itemized receipt/invoice is not available: _____

Employee/Payee has made the following attempts to obtain receipts or documentation: _____

Certification of Signatures – I hereby certify the following:

- All goods/services purchased on this transaction were in the limitations set by the fund designated on the Request for Payment and that no personal purchases were made.
- I will not seek reimbursement from the University in any other manner for this transaction.
- Original itemized receipt/invoice is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of RFP system privileges.

Employee/Payee: _____ Date: _____

Department Chair/Director: _____ Date: _____

This form must be attached to the Request for Payment in lieu of the original receipt/invoice for the reimbursement/transaction noted above.