



Accounts Payable  
Physical Plant  
2500 University Drive NW  
Calgary, AB T2N 1N4  
Telephone – 403-220-5611  
Fax – 403-282-2974  
Email – scmhelp@ucalgary.ca

## LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts attached to your Expense Claims, or Pcard.

I, \_\_\_\_\_, UCID# \_\_\_\_\_ hereby declare that I have lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name \_\_\_\_\_

Vendor Address and Phone \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Amount of Purchase \_\_\_\_\_

Description of goods/services purchased:

\_\_\_\_\_  
Printed Name of **CLAIMANT**

\_\_\_\_\_  
Signed Name of **CLAIMANT**

\_\_\_\_\_  
Printed Name of one up **APPROVER**

\_\_\_\_\_  
Signed Name of one up **APPROVER**