

Declaration of Expense – Lost & Missing Receipt Form

An individual declaration must be completed for each purchase that is not supported by an itemized receipt.

(*) Denotes a required field. Press the Tab key to advance to the next field.

| | | | |
|--|--------------------------------|--|--|
| First Name*: | | Surname*: | |
| Job Title/Position*: | | | |
| Email Address*: | | | |
| Related purchase method* (tick only one option): | <input type="checkbox"/> PCard | <input type="checkbox"/> Reimbursement | |

| | | | |
|-------------------------------|--|-----------------|--|
| Full description of expense*: | | | |
| Supplier*: | | Purchase Date*: | |

This declaration is submitted in lieu of an original itemized receipt and attests that:

- No original itemized receipt for this expense is available after making attempts to acquire one.
- The expense was incurred on behalf of University of Otago business.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.
- I understand that Accounts Payable, the Office of Risk and Compliance or Financial Services Division may contact the Vendor to attempt to obtain an itemized receipt as part of the auditing process.

Signature of Applicant

Signature of Head of Department or above

Full name:

Full name:

Date:

Date:

Next Steps

- Scan and email the completed and signed form to: pcard.admin@otago.ac.nz
- Scan and email the completed and signed form to: accounts@otago.ac.nz

All forms must be signed by your HOD. If the applicant is the HOD then the form must be approved on a one-up basis.