

Required original itemized receipt (please check applicable statement below)

was obtained from the vendor but the receipt is illegible

is missing because an itemized original is not available from the vendor

is not attached because the receipt was lost and measures to obtain a duplicate receipt have been exhausted

Vendor's Name: _____

Date of Purchase: _____ Total amount of receipt: _____

Description and cost of each item purchased:

| Description | Cost |
|-------------|------|
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Claimant Certification:

I certify that the itemized receipt for this payment I received from the vendor and that this statement is given in lieu of the itemized receipt to obtain reimbursement for this expenditure. The expense was incurred on behalf of Wichita State University. The description and cost of the expenses are accurate. I further certify that the above is correct, due, and unpaid, and that no reimbursement of this expense has been or will be sought or accepted from another source. Alcohol was not purchased or included in this expenditure.

Claimant's Signature: _____ Date: _____

Claimant Printed Name: _____ Claimant myWSU ID: _____

Phone: _____ Email: _____