

RECOGNIZED STUDENT ORGANIZATION - ASI FUNDING

Lost / Itemized Receipt Form

Please check one: Lost Receipt
 Itemized Receipt

Form of Payment: Cash
 Debit/Credit Card

**If you indicated debit/credit card as the form of payment, provide a copy of the relevant line from the bank statement.*

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

AND RECEIVED ON

_____ Name of Vendor Date _____

Item No.	Qty	Description	Unit Price	Total Cost
1				
2				
3				
4				
5				
6				
7				

Subtotal	
Sale Tax	
Tip	
TOTAL	

Reason for lost/itemized receipt:

I CERTIFY THAT ALL PURCHASES LISTED ABOVE, ARE TRUE AND CORRECT AND WERE MADE FOR OFFICIAL RSO PURPOSES. ALL GOODS AND SERVICES HAVE BEEN RECEIVED AND PAYMENT IS AUTHORIZED.

_____ **RSO Representative** **Signature** **Date** _____

_____ **Advisor** **Signature** **Date** _____