

RECOGNIZED STUDENT ORGANIZATION

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