



USA Track & Field

Lost/Missing Receipt and Payment Verification

Original Receipt Was (check one):

- Lost (please attach a copy if available)
 Requested, but not available - Please describe below (Purpose)

Purchase Amount:

Date of Purchase:

Purchase paid for by:

- Cash Check Personal Credit Card USATF Corporate Credit Card

Purchased From (Vendor/Payee):

Detailed Description of Items Purchased:

Item or Service Purchased:

Purpose:

Budget Code:

Related Event/Activity:

By signing below I certify that an original itemized receipt is not available and that I am not claiming reimbursement from any other source, nor claiming the purchase as a tax deduction.

I also certify that the expenses incurred are for bona fide, USATF business purposes, the information provided is true and accurate, and the purchase of such adheres to USATF policies and procedures.

Finally, I certify that the purchase includes no personal expense, and if found, the receipts will not be turned in for duplicate reimbursement but will be given to USATF to be attached to the backup.

Printed Name:

Signature:

Date:

Approval