TEXAS A&M UNIVERSITY
SAN ANTONIO

Receipt Unavailable Certification Form

I, Persons Name on behalf **, certify I incurred an expense in the amount**

of $ Dollar amount **for** Type of service or product **.**

Added Notes:

In this section Please provide reason for utilizing and submitting this form. If you have any question please email (procurement@tamusa.edu). Keep in mind that this form can be used for either lost, no receipt issued, and or Receipt Unavailable simply by selecting the drop down at the top and selecting one of the three options. Give our current situation you do not have to get your supervisor signature prior to submitting the form.

Signature **Date**

Authorization Signature **Date**