

Bryn Mawr College

Certification for Lost Receipt

TO: Accounts Payable, Comptroller's Office

FROM: _____ DEPT.: _____

Name

DATE: ___/___/___ PHONE: _____

I certify that the materials and/or services of _____ as indicated in the attached request for payment were received by me and accepted on ___/___/____. The receipts for these materials or services were either lost or no receipt was obtained, and no photocopy is available.

I further certify that these receipts have not already been submitted nor will be submitted to the Comptroller's Office for payment and that no portion of these expenses have been or will be reimbursed from other sources.

Signature

Date