



& H U W L I L R E I D M F L H R I S * R R G V
3 D \ P H Q M U Y L F

Finance – One Washington Square – San José, CA 95195-0008

Main: 408-924-1558

This form is used in the event that an SJSU employee misplaces or does not receive a receipt for a purchase made with the university ProCard, GoCard or when the expense is paid out of pocket. If you are missing a receipt, please fill out this form and submit in conjunction with your monthly ProCard/GoCard Reconciliation, Employee/Student Reimbursement, or Travel Reimbursement request. The Certification Receipt of Goods form must be completed for each missing receipt.

5 H F H L Q W R U P D W L R Q

Supplier Name ¹ : _____	Receipt Date: _____
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Quantity	Description of Purchase	Unit Price	Extension
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