

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.

Receipt Information

Supplier Name ¹ : _____	Receipt Date: _____
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Items Purchased

Quantity	Description of Purchase	Unit Price	Extension
Sub-Total:			
Tax:			
Shipping/Freight:			
Total:			

Reason itemized invoice/receipt was not obtained:

Department Approval

I certify that the goods listed above were received and were for San José State University business.

Employee/Cardholder Signature: _____ Date: _____

Print Name: _____

Approving Official Signature: _____ Date: _____

Print Name: _____

¹ Vendor name
receipt_of_goods.pdf