



SAMPLE D

# Lost/Itemized Receipt Form

## CSU LONG BEACH PROCUREMENT CARD PROGRAM

Please check one:  Lost Receipt  
 Itemized Receipt

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

AND RECEIVED ON:

\_\_\_\_\_  
(Name of Vendor)

\_\_\_\_\_  
Date

ITEM NUMBER	QTY	DESCRIPTION	UNIT PRICE	EXT. PRICE
				\$0.00

### LOST RECEIPT ONLY

Reason for lost receipt:

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Date