



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:

Name of Vendor: _____ Date Received _____

Item No.	Quantity	Description	Unit Price	Ext. Price

Lost Receipt Only

Reason for lost receipt:

Cardholder Signature _____ Date _____

Approving Official Signature _____ Date _____