

MBL Ecosystems Center

Chase MasterCard – Certificate of Lost Receipt

This form should be completed for any credit card transaction that does NOT have an itemized receipt from the vendor. Acceptance of this form in lieu of the original receipt is at the discretion of the MBL Controller's Office. If the form is not accepted, the cardholder must reimburse the MBL for the amount of the transaction.

General Information

Cardholder Name: _____ Supervisor's Name: _____
Vendor Name: _____ Transaction Date: _____
Transaction Amount: _____

Description of Goods or Services

Item	Qty.	Cost Per Item	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Details

Reason original itemized receipt is not available:

Cardholder has made the following attempts to obtain receipts or documentation:

Signatures

I hereby certify the following:

- All goods or services purchased on this credit card transaction were for MBL use. No personal purchases were made.
- I will not seek reimbursement from the MBL in any other manner for this transaction.
- Original itemized receipt is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of the credit card.

Cardholder Signature

Date

Supervisor's Signature

Date

Controller's Signature

Date