

# FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT LOST RECEIPT VERIFICATION POLICY AND PROCEDURE

If mitigating circumstances have occurred that result in a lost receipt or the inability to obtain a receipt, a **Workday Workflow Lost Receipt Verification Form** should be submitted as a request for special consideration.

- List the name of the person who lost the receipt
- List the Cardholder Name (If applicable)
- List the Supplier Name where the item was purchased. A separate form must be used for each lost receipt.
- Date transaction occurred
- Supplier Invoice # or Expense Report # (if the transaction is being paid by check)
- Items Purchased, Amount per item, and the Account (Cost Center) that will pay for the expenditure
- Provide the Purpose of the Purchase - detailed description of what the items were used for.
- List the method of payment for the items purchased.
- Provide a detailed description of the reason why a receipt was not received or retained. If the transaction is being paid by Student Activity Credit Card, list Spend Authorization # in this section.
- Attachments. Attach a signed copy of the Lost Receipt Verification Form. (The person who lost the receipt must sign on the certification line and date the form.) If available, attach an email from the supplier stating a receipt could not be received.
- Provide information about the attempt to get a duplicate receipt from supplier.
- Form must be submitted for approval to payee, if not the submitter, cost center manager and employee's manager (if different than cost center manager).
- Retain the signed copy for documentation. This should be retained for one fiscal year plus the current fiscal year.
- Accounts Payable will approve or deny the request.