

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: _____ |
|------------------------------------|---------------------|

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