



**Physics and Astronomy
Lost Receipt Form**

Date of Transaction: _____ Vendor Name: _____

Amount of Charge: _____

Materials Purchased: _____

Explain actions taken to acquire duplicate receipt to comply with University guidelines:

*Allocate to (UD SpeedChart): _____

Account: _____

Cardholder Name: _____

Cardholder Signature: _____ Date: _____

Administrator Signature: _____ Date: _____