

CERTIFICATION SHEET

I hereby certify that the following statement is true to the best of my knowledge and belief. This is a substitute receipt for expenses incurred for a previously authorized expenditure. The amount expended for which I do not have a receipt is:

\$ \_\_\_\_\_ and it was used for \_\_\_\_\_

I am not able to present an official receipt from the vendor for the following reason:

Name (please print) \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

This form available at: [mnsu.edu/busoff/forms](http://mnsu.edu/busoff/forms)

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