MISSING ORIGINAL DOCUMENTATION FORM

I certify and affirm that an expense described as

In the amount of _____

and incurred on _____

was a legitimate and necessary business expense of the University of South Carolina and that the original receipt for this expense is not furnished because

For the foregoing reason, I hereby request and seek reimbursement without furnishing the original receipt as required by the approved Policies and Procedures of the University of South Carolina Educational Foundation.

_____

Individual requesting reimbursement Date

_____

Dean or Supervisor Date