



MISSING DOCUMENTATION DECLARATION

Financial Services

UNIVERSITY OF TASMANIA

First Name _____

Family Name _____

School or Section _____

I declare for the following expenditure that:

- I have misplaced the supporting receipts/tax invoices or
 I have not received the supporting receipts/tax invoices

Date	Supplier	Description	Amount
Total			

That the goods were purchased by *(Please select those applicable)*:

- Telephone or;
 Internet or;
 In Person

That the purchases were for 100% University Business

In the absence of a tax invoice I acknowledge that the University will not be able to claim a refund for any GST paid and that my Budget Centre will be charged with the full amount of the transaction/s.

Certified Correct:

Cardholder's signature

Head of Budget Centre
(Total expenditure exceeds \$100.00)

Date

Date

Please attach any other relevant information such as Merchant slips, email advice or credit card statement.