

Certification of Receipt of Goods

This form is used in the event that a Gavilan employee misplaces or does not receive a receipt for a purchase made with a District Procurement Card, 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 Credit Card Reconciliation, Employee/Student or Travel Reimbursement request. The Certification of Receipt of Goods form must be completed for each missing receipt.

Receipt Information

Vendor Name: _____	Purchase Date: _____
Vendor G#: _____	

Items Purchased

Quantity	Description of Purchase	Price
		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 Gavilan College business.	
Employee/Cardholder Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

Contact Accountspayable@gavilan.edu if you have any questions.