

*This form is used in the event that an SJSU employee misplaces or does not receive a receipt for a purchase made with the university ProCard, GoCard 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 ProCard/GoCard Reconciliation, Employee/Student Reimbursement, or Travel Reimbursement request. The Certification Receipt of Goods form must be completed for each missing receipt.*

**Receipt Information**

Supplier Name <sup>1</sup> : _____	Receipt Date: _____
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**Items Purchased**

Quantity	Description of Purchase	Unit Price	Extension
<b>Sub-Total:</b>			
<b>Tax:</b>			
<b>Shipping/Freight:</b>			
<b>Total:</b>			

**Reason itemized invoice/receipt was not obtained:**

**Department Approval**

I certify that the goods listed above were received and were for San José State University business.

Employee/Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

<sup>1</sup> Vendor name  
receipt\_of\_goods.doc