

**PRINCETON UNIVERSITY
INVOICE PROCESSING**

To: Invoice Processing

From:

Date:

Re: Receipt Copy / Missing / Fax

The following receipt has been (circle one):

- **Lost**
- **Copied**
- **Faxed**

Vendor: _____

Amount: _____

Since the original receipt cannot be provided. With signature authorization below, and detail explanation of the transaction, please process.

Comments:

Employee Signature

Print Name

**Approved Signature
Head of Office or Department**

Print Name