



PERJURY STATEMENT

Under penalty of perjury, I hereby certify that I incurred the cost of _____
for _____

Explanation why there is no receipt; or a copy is being used; or proof of payment other than, or
in addition to, the receipt is being used:

Purchaser's Signature _____ Date _____

Administrator's Signature of Approval _____ Date _____

See reverse side for UW requirements regarding receipts.

Attach this form to your reimbursement request form.



SEE REVERSE TO COMPLETE PERJURY STATEMENT

UW REQUIREMENTS REGARDING RECEIPTS

University of Washington Financial Services requires that you submit **original itemized receipts** with requests for reimbursement. Receipts must include the following information:

- date
- place
- vendor name (must be stamped or printed on receipt)
- amount (marked “paid in full”, “balance zero”, “charged to credit card” or similar wording)
- description of items purchased

Internet receipts are acceptable.

Order forms or order acknowledgements, without accompanying proof of payment, are not acceptable.

If any of the information listed above is **not included on the receipt**, you must complete a perjury statement [reverse side of this form].

If the receipt is not marked “paid in full”, “balance zero”, “charged to credit card” or similar wording, you **also must submit** one of the following:

- your credit card receipt or, if unavailable, a copy of your credit card statement (the credit card statement must show the name of the vendor, the date purchased, and the dollar amount which must match the itemized receipt); OR
- a copy of your cancelled check or, if unavailable, a copy of your checking account statement; OR
- a perjury statement if you paid cash [reverse side of this form].

If you need to submit a copy of your credit card statement or your checking account statement, please obscure all other transactions and all account numbers and other identifying information except your name.