

**Declaration of Lost Evidence that a Payment Was Made
on Behalf of The Regents of the University of California**

*Instructions: Copy this form as needed. Attach completed form to Request for Issuance of Check—
Entertainment in place of a lost receipt.*

I, _____, declare that:
(Name of declarant)

1. I disbursed my personal monies on behalf of The Regents of the University of California as follows:

Date: _____ Amount paid: \$ _____

Vendor name: _____

Vendor address: _____

Description of the supplies or services purchased: _____

Purpose for which the supplies or services were purchased: _____

2. I lost the positive evidence (a receipt on which the work "Paid" appears) that this payment was made. The facts of such loss insofar as known to me are as follows: _____

3. Based on the foregoing declaration, I declare that all efforts to obtain a duplicate receipt have been made. I hereby request that The Regents of the University of California reimburse me for this disbursement of my personal monies.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ City and state: _____

Signature of declarant: _____

Mailing address of declarant: _____

Signature of declarant's supervisor: _____

Date: _____