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| Q:\Student Services\Student Groups\Marketing and Logos\MQ and Student Organisation logos\MQ Inline Versions\Master Inline\Jpeg & Tiff\MQU_MAS_HOR_CMYK_POS.jpg |  | **Campus Engagement** studentgroups@mq.edu.au |

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| **Missing Receipts Declaration**  *For completion when receipt/tax invoice for purchase of goods was misplaced or not obtained for a reimbursement/purchase made with a Student or Sports Group Bank Account. This is a LAST RESORT OPTION* |

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| --- | --- |
| Name in Full |  |
| **Position in Group** |  |
| **Student/Sport Group** |  |
| **One ID** |  |
| **Phone Number** |  |
| **Email Address** |  |

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| **Date of transaction(s)** | **Supplier** | Description of Goods | **Amount** |
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| I hereby declare that the expenses detailed above were incurred by me, on the dates mentioned, in accordance with University policy. I am unable to produce receipts for this expenditure and therefore sign this memorandum as a substitute record for all expenditure. | | | |
| Signature of Treasurer |  | **One ID** |  |
| Name in Full |  | **Date** |  |

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| --- | --- | --- | --- |
| I hereby declare that the above account of club expenses is correct. | | | |
| Signature of 2nd Club Executive |  | **One ID** |  |
| Name in Full |  | **Date** |  |
| Position in Group |  | | |