MEMORANDUM

To: 
From: 
Subject: **PETTY CASH - DECLARATION OF MISSING RECEIPTS / INVOICES**
Date: 
Copy: 
Reference: 

I hereby declare that the expenses detailed below were incurred by me, on the dates mentioned, in accordance with Curtin Policy. I am unable to produce invoices and/or receipts for this expenditure and therefore sign this memorandum as a substitute record for all expenditure.

<table>
<thead>
<tr>
<th>Date</th>
<th>Supplier’s Name and/or Details of Expenditure</th>
<th>Reason for unavailability of Receipt/Invoice</th>
<th>AUD Amount</th>
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Claimant Signature: ___________________________
Claimant Name: ___________________________
Claimant Title: ___________________________

Approved by: ___________________________
Name of Authorised Signatory (please print): ___________________________
Faculty/School/Area/Centre: ___________________________

Please forward completed form together with the Petty Cash Recoup Voucher to the Senior Finance Officer, Accounts Payable, Financial Services.