



MISSING RECEIPTS FORM

Use this form for lost/missing receipts

USE ONE AFFIDAVIT FOR EACH MISSING RECEIPT

I _____ have either not received, or have misplaced, a receipt totaling _____. This expense was incurred for the business purpose as described below.

This form is submitted in lieu of the original receipt.

Vendor _____

Business Purpose _____

Date(s) of Expense _____

Explanation for Missing Receipt _____

I certify that the information above is accurate:

Print Name _____

Signature _____ Date _____

Supervisor Approval Signature _____ Date _____