



Lost or Missing Receipt Declaration

This form is to be completed only if the actual itemized receipt is not attainable for a transaction made with a Davis School District One Card. If all measures to obtain a required receipt have been exhausted, this Lost or Missing Receipt Declaration should be completed by the person who incurred the expense. The cardholder should retain this document as part of the permanent purchasing records, and/or follow school and department procedures for retaining credit card receipts.

The original, itemized receipt is missing because: _____

Date	Vendor / Description	Amount

I certify that the undocumented expenses totaling \$ _____ are approved, legitimate District expenses. I also certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for the expenses from any other source.

Printed Name of Cardholder

Signature of Cardholder

Date

Signature of Supervisor

Date