

TEMPLE CITY UNIFIED SCHOOL DISTRICT

MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted with the employee's reimbursement request. If the transaction was made on a Procurement card, the Missing Receipt Affidavit should be attached with the cardholders statement.

I am missing a receipt for (description): _____

I incurred this expense at (vendor): _____ **on** ____/____/____

for: \$ _____

The receipt was (check applicable):

Lost **Never Received** **Other** _____

The form of payment I used (check applicable):

Procurement card **Personal Credit Card** **Check** **Cash**

Business Purpose of Transaction: _____

Person(s) involved (if expense is related to travel or entertainment):

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I 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 these expenses from any other source.

Employee Signature

Supervisor Signature

Employee Name (printed)

Supervisor Name (printed)

Date

Date