

**Lake Stevens School District  
AFFIDAVIT OF LOST RECEIPT**

**I hereby report that I have lost the receipt, or have been unable to secure a receipt for the Lake Stevens School District Procurement Card purchase identified below:**

**Check all that apply:**

- I have lost a receipt.**
- I have been unable to secure a receipt.**
- have made several attempts to secure a receipt by contacting the vendor.**
- I have attached the packing slip with this form.**
- I have attached a portion of the product packaging (box flap, etc) to this form.**
- I have attached a copy of my order form with this form.**

**Date of Purchase:** \_\_\_\_\_

**Transaction ID#:** \_\_\_\_\_

**Merchant:** \_\_\_\_\_

**Amount of Purchase:** \_\_\_\_\_

**Item(s) Purchased:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

**This signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidences of lost receipts constitute “misuse” of the Procurement Card and may result in further action in accordance with the User Agreement terms and conditions.**

\_\_\_\_\_  
**Card User Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**