

Missing Receipt Affidavit

(purchases other than P-Card purchases without a receipt)

State of: Oklahoma

County of: Oklahoma

The undersigned (employee of Oklahoma City Public Schools) of lawful age, being first duly sworn, on oath says that this claim is true and correct. Affiant further states that the payment request as shown below are for the goods / services listed below for the benefit of Oklahoma City Public School District, and were in accordance with all District Policies and Procedures.

The undersigned also understands that if the payment request is for anything otherwise, the undersigned may receive disciplinary action up to and including termination.

Amount _____

Payee / Vendor _____

Description of Charge

Signature

CFO Approval

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public (or Clerk or Judge)

My Commission Expires: _____