



Inspiration. Innovation. Graduation.

### 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, unless the transaction was placed on an employee’s Procurement card. In the case of a Procurement card transaction, the Missing Receipt Affidavit should be retained by the cardholder with all other receipts and documentation, in a monthly Procurement card reconciliation folder.

**NOTE: A Missing Receipt Affidavit is not required for tips.**

**I am missing a receipt for:** \_\_\_\_\_

**I incurred this expense at:** \_\_\_\_\_ **on:** \_\_\_\_\_ **for:** \_\_\_\_\_  
*Business Name Date Expense Amount*

**The receipt was (check applicable):**

Lost                       Never Received                       Other \_\_\_\_\_

**The form of payment I used (check applicable):**

Procurement card                       Corporate Credit Card                       Personal Credit Card

Check                       Cash                       Other \_\_\_\_\_

**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 a Missing Receipt Affidavit may revoke the privilege of using the Corporate Credit Card/Procurement Card as well as the privilege of providing a declaration in lieu of a receipt.

I certify that this is a proper charge for a cost incurred while on an official business trip and that I have not previously requested, nor will I again request, reimbursement for this expense. The items purchased do not include alcoholic beverages and are within Board Policies, Administrative Procedures, and Education Code.

\_\_\_\_\_  
Employee Signature

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

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date