



HATCH VALLEY PUBLIC SCHOOLS 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 reimbursement request unless the transaction was placed on the Purchasing card. In the case of a P-card transaction, the Missing Receipt Affidavit should be completed and submitted to the Business Office with a notation of the PO order number issued for the transaction.

I am missing a receipt for:

I incurred this expense at: on for \$

The receipt was (check applicable):

LOST NEVER RECEIVED OTHER

The form of payment I used (check applicable):

Purchase Order P-Card OTHER
PO#

Purpose of Transaction:

Other District Personnel involved:

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 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 the expenses from any other source.

Employee Signature

Supervisor Signature

Employee Name (printed)

Supervisor Name (printed)

Date

Date