



## Lost/Missing Receipt Form

This form is to be used when an invoice, receipt, or other supporting documentation is misplaced or not received. Standard procedure is to submit the original receipt or invoice as supporting documentation for expenditures. When an invoice or receipt is not available attach this form to the reimbursement request.

This affidavit is submitted in lieu of original receipt and attests:

- No original receipt for this expense is available.
- I have attached a duplicate of this receipt if available, and proof of payment if applicable.
- This expense was incurred on behalf of ESCCO.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.
- Item(s) will be paid according to Board Policy.

Description of expense:

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Amount: \_\_\_\_\_

Vendor: \_\_\_\_\_

Date of expense: \_\_\_\_\_

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Staff Member Signature Date

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Supervisor Signature Date

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Treasurer's Signature Date