

## Central Consolidated Schools

### Affidavit for Lost Receipts Form

#### Purchasing Card only

*(Use this form in the event the receipt for items placed upon a purchasing card is lost. Lost receipts for personal reimbursement will not be honored.)*

I, \_\_\_\_\_, certify that actual receipts for expenses in the amount of \$ \_\_\_\_\_, incurred while in the conduct of business for Central Consolidated Schools, were lost.

Date of Purchase	Item Purchased	Quantity Purchased	Unit Price	Total Cost	Purchased From (name of vendor/store)	Other Charges--shipping, etc.)	Total Expenses
<b>TOTAL CHARGES</b>							

Employee signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor signature \_\_\_\_\_

Date: \_\_\_\_\_