

PURCHASING CARD PROGRAM
LOST RECEIPT DECLARATION FORM

Where a duplicate receipt cannot be obtained, the cardholder must submit the following Form with the month end reconciliation, authorized by their supervisor.

RE: Original Receipt

I, _____ hereby declare that I have lost, or have never received, an original receipt and all attempts to attain a duplicate have failed. I further declare that I have not, and will not use the receipt (if found) to claim reimbursement from any source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name: _____

Date of Purchase: _____

Amount of Purchase: _____

Description of goods/services purchased: _____

Printed Name of Cardholder: _____

Department: _____

Cardholder Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____