



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 check request. The purchaser should make every effort to obtain a receipt or other documentation to support TRPR expenses.

For lost air tickets, car rental and hotel receipts, a duplicate must be obtained and submitted with this completed form.

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

- No original receipt for this expense is available
- The expense was incurred on behalf of Thompson Rivers Parks & Recreation District
- The item and amount of the expense is accurate
- No reimbursement of this expense has been or will be sought or accepted from any other source

Vendor:	Date of Receipt:
Amount:	Expense Account:
Description of Expense:	

Employees Signature: _____ Date: _____