Affidavit of Lost Receipt

Note: This form is not for payments under $5, which may be claimed without a receipt on the standard ESD 123 Travel Voucher Expense Form.

I, , swear under penalty of perjury, that I have lost the receipt, or have been unable to secure a receipt for an Educational Service District 123 purchase of service identified below:

Check all that apply:

☐ I have lost a receipt
☐ I have been unable to secure a receipt
☐ I have made several attempts to secure a receipt by contacting the vendor

Date of Travel:
Vendor Name:
Amount of Purchase:

Item/Service(s) Purchased:

Account Code:

Additional Comments:

This signed document will be placed on file as a substitute for the original receipt.

I understand that repeated incidences of lost receipts may be considered "misuse" and may result in an increased frequency of reviews by the administrators and/or denial of reimbursement requests.

____ Initials

I hereby certify that the above statement is true regarding the service(s) rendered and that this claim is a valid, due, and unpaid obligation of Educational Service District 123.

Employee Signature Date

Supervisor Signature Date

Superintendent Signature Date