



## Missing Itemized Receipt Affidavit

### Expense Reimbursement or CalCard Statement

This Affidavit applies to any Employee who is missing a detailed receipt for an authorized purchase, whether for an expense reimbursement or CalCard Statement. Employees are encouraged to contact the vendor to acquire a duplicate detailed receipt, if at all possible. If a detailed receipt is missing at the time the monthly credit card statement is due, the employee must complete and attach an affidavit to their form. The affidavit must be completed to include each missing detailed receipt.

I (employee) hereby report that I have lost a purchasing detailed receipt, or have been unable to secure a duplicate receipt for the original charge.

**Check all that apply:**

- ☐ This is a District business purchase
- ☐ I have lost a receipt
- ☐ I have been unable to secure a duplicate receipt
- ☐ I have made attempts to secure a duplicate receipt from the vendor

**Lost receipt(s) details:**

Purchase Date	Vendor Name	Description of Purchase/Item	Quantity	Unit Price	Total Price

I acknowledge that I am responsible for this missing documentation and certify that the above facts are true and correct. This signed document will be placed on file as a substitute for the original receipt. I understand that per the Travel Reimbursement and/or CalCard Procedures, receipts are required for all purchases. Lost CalCard receipts may result in the cancellation of the credit card.

**Signatures:**

Employee/Cardholder Name: \_\_\_\_\_

Employee/Cardholder Signature: \_\_\_\_\_

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

Manager/Supervisor Name: \_\_\_\_\_

Manager/Supervisor Signature: \_\_\_\_\_

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