

CRESCENT SCHOOL DISTRICT 313
LOST / MISSING RECEIPT AFFIDAVIT

Crescent School District requires original receipts as supporting documentation for reimbursements. Receipts should be itemized and show proof of payment or have proof of payment attached (ie: credit card statement, cancelled check).

It is understood that on rare occasions an itemized receipt is lost or unavailable. If you lost your receipt or do not have an itemized receipt and can't get a duplicate, you may complete and attach this Affidavit Form as proof of payment.

This Affidavit must be signed by you and your supervisor.

This Affidavit is submitted in lieu of an original itemized receipt. Please read and intial all of the boxes, complete the rest of the form, and attached it to the back of your Reimbursement Form.

- No original or itemized receipt for this expense is available.
- The expense was incurred on behalf of Crescent School District.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

Purchase Date	Amount of Purchase	Vendor	Purpose for Purchase
Total Purchases:			

Your Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____