



### Lost or Missing Receipt Declaration

This form is to be completed only if an actual itemized receipt is not attainable for a transaction made with a Uintah School District Purchasing Card. If all measures to obtain a required receipt have been exhausted, this Lost or Missing Receipt Declaration must be completed by the person who incurred the expense. Upon completion, the cardholder must attach this document to the Purchasing Card Log as part of the permanent purchasing record.

The original, itemized receipt is missing because: \_\_\_\_\_

Date of Purchase	Supplier	Description	Amount

I certify that the undocumented expenses totaling \$ \_\_\_\_\_ are approved, legitimate District expenses. I also certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for the expenses from any other source.

\_\_\_\_\_  
Printed Name of Cardholder

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date