



Corcoran Unified School District Lost/Missing Receipt Form

I, _____, have either not received or misplaced a receipt totaling \$ _____.

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 School District business.
- The item and amount of the expense are accurate
- No reimbursement of this expense has been or will be sought or accepted from my other source.
- No Alcohol was purchased.

Description of expense:

\$ Amount: _____

Vendor Name: _____

Date of Receipt: _____

Claimant's signature: _____ Date: _____

Approver/Supervisor signature: _____ Date: _____