Lost Receipt Certification

Under penalty of perjury, I certify that I incurred the below costs which will not be reimbursed from any other source. Include bank statement showing charge, packing list, or email confirmation of purchase. Attach to Petty Cash Voucher.

Purchase Date	**Vendor**

Itemized purchased items	**Item amount**
Subtotal	0.00
Tax	
Tip (if applicable)	
Total	0

If a receipt is for a restaurant/meal, were alcoholic beverages purchased? □ Yes □ No

Name of Purchaser	**Signature**	**Date**

For purchases over $75

Vendor Representative Name	**Vendor Representative Signature**	**Date**

Michele Conrad

Administrator Name	**Administrator's Signature of Approval**	**Date**