

## Lost, Stolen, or Missing Receipt Documentation Gladstone School District

**Subject:** Documentation of Lost, Stolen, or Missing Receipt for purchase made with:

- Agency Procurement Card
- Personal purchase – Requesting reimbursement

I, \_\_\_\_\_, hereby certify that I did procure the following item(s) at:

**Vendor Name:** \_\_\_\_\_

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

Item Description	Quantity	Unit Price	Extended Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Grand Total</b>			_____

I hereby certify that the following circumstances resulted in my lost or missing receipt(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	_____ Employee Signature	_____ Date
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Supervisor/Administrator Signature	_____ Date
	_____ Director of Finance Signature	_____ Date

*Please attach to completed P-Card Charge cover sheet or Reimbursement Request Form*