



AFFIDAVIT OF LOST RECEIPT

I hereby report that I have lost the receipt, or have been unable to secure a receipt for the Auburn School District No. 408 credit card purchase identified below:

Check all that apply:

I have lost a receipt.

I have been unable to secure a receipt.

I have made several attempts to secure a receipt by contacting the vendor.

I have attached the packing slip with this form.

I have attached a portion of the product packaging (box flap, etc.) to this form.

I have attached a copy of my order form to this form.

Date of Purchase: _____

Account Code: _____

Merchant: _____

Amount of Purchase: _____

Item(s) Purchased: _____

Additional Comments: _____

This signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidences of lost receipts constitutes "misuse" of the credit card and may result in loss of credit card privileges.

Staff Signature:

Date:

Principal/Administrator Signature:

Date: