1263.1.1f – Missing Itemized Receipt Affidavit

Receipt Information:
Date Paid: _____________________________________________________
Vendor: _______________________________________________________
Vendor Location (City/State): _______________________________________
Amount Paid: ___________________________________________________
Item Description: _________________________________________________
Item Location (optional): ___________________________________________
Food Purchased: _____Yes _____No
Alcohol Purchased: _____Yes _____No

Statement of reason for not having receipt:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Claimant Certification
Date: ________________
I, (Name)___________________________________________ (Title)________________________
of (Dept. Name)___________________________________ (Dept. Number)_________________

Certify that the foregoing Business Entertainment Expense itemized transaction receipt is not available or obtainable. The information is true and accurate, and the amount shown is legally due.

Signature: ___________________________________ Date: ________________
Supervisor Signature: __________________________ Date: ________________

Note: This form must be used when original, itemized receipts are not available to document Business Entertainment Expenses. In addition to this form a signed credit card receipt or a copy of the credit card statement is required along with the names of attendees (if eight or fewer individuals) or number of attendees (if greater than eight) and a statement as to the reason for such business entertainment per Finance Division Procedure 1263.1.