



## 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.