



# Procurement Card

## Affidavit of Lost Receipt

(To be used when an itemized receipt or invoice cannot be obtained – attach to Procurement Card report)

I hereby certify that I have lost or have been unable to secure a receipt to support the Everett Public Schools procurement card purchase identified below, in the amount of \$ \_\_\_\_\_, which includes \$ \_\_\_\_\_ sales tax.

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 copy of my order form to this form.

Cardholder's Name (Please Print): \_\_\_\_\_

Site/Department: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Vendor: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

***This signed document and any attachments will be placed on file as a substitute for the original, itemized purchase documentation. I understand that repeated incidences of lost receipts may constitute "misuse" of the procurement card and may result in loss of procurement card privileges.***

\_\_\_\_\_  
Cardholder Signature:

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

\_\_\_\_\_  
Budget Authority Signature:

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