NPS Missing Receipt Affidavit

To Be Used in the Event of a Missing and Unattainable Receipt

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and submitted with the employee’s reimbursement/P-Card request to Accounting. *Note:* a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis, and that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Form of Payment (Cash/Check/Personal Credit Card/P-Card/etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List Items Purchased Below:

| *Item* | *Cost* |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost** | $ |

I certify that (*check each box below*):

* the amount shown is the amount I actually paid
* the itemized receipt for this payment has been lost or was not received from the vendor
* no alcoholic beverages or tobacco products and/or gift cards/gift certificates were purchased
* these expenses represent legitimate expenses incurred solely for the benefit of the Needham Public Schools
* I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

*Please submit this form to the Accounting Office with the Expense Reimbursement Form or P-Card Conference & Meeting Expense form.*