

## DECLARATION OF MISSING RECEIPT

**Please indicate reason for submitting form (select all that apply):**

- ☐ Receipt was lost and all measures to obtain a duplicate receipt have been exhausted\*
- ☐ Receipt was unavailable\*
- ☐ Itemized receipt was not available\*
- ☐ Receipt provided does not include proof of payment

This is to verify that I, \_\_\_\_\_ (payee) paid \$ \_\_\_\_\_  
on \_\_\_\_\_ (date of purchase). The purchase was made for the \_\_\_\_\_  
(name of event/activity) sponsored by \_\_\_\_\_ (name of RCO).

**Vendor Information:**

Vendor Name & Address: \_\_\_\_\_

List of item(s) purchased: \_\_\_\_\_

\_\_\_\_\_

**\* Because original receipt is not available, I attest that alcohol:**

- ☐ Was not purchased or included on this receipt
- ☐ Was purchased and expense is not going to be charged to State or Federal funds
- ☐ Was purchased, costing \_\_\_\_\_ and was deducted from this request

By signing below, I declare that these expenditures are accurate and will not be claimed from any other source.

\_\_\_\_\_  
Payee's Signature

\_\_\_\_\_  
Date