

Accounts Payable,

This is to verify that I, _____ paid \$_____
[name of payee] [amount]

on _____ for _____
[date] [item(s) purchased]

The vendor does not issue receipts, so I have no other proof of payment. The vendor was

[name, address, and phone number of vendor].

The purchase was made for the _____ event/meeting hosted
[event/meeting name]

by _____ which was held on _____
[RCO name] [date of event]

Please accept this statement in lieu of an original receipt.
Thank you.

Signature _____

Print Name _____

Date _____