



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.