

**Lake Stevens School District
AFFIDAVIT OF LOST RECEIPT**

I hereby report that I have lost the receipt, or have been unable to secure a receipt for the Lake Stevens School District Procurement Card purchase identified below:

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 portion of the product packaging (box flap, etc) to this form.**
- I have attached a copy of my order form with this form.**

Date of Purchase: _____

Transaction ID#: _____

Merchant: _____

Amount of Purchase: _____

Item(s) Purchased: _____

Additional Comments: _____

This signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidences of lost receipts constitute “misuse” of the Procurement Card and may result in further action in accordance with the User Agreement terms and conditions.

Card User Signature

Supervisor Signature

Date

Date