

Procurement Card     District Credit Card     Reimbursement

I hereby report that I have lost the receipt, or have been unable to secure a receipt for Arlington Public Schools.

Please check all that apply:

- I have lost a receipt.
- I have been unable to secure a receipt.
- I have made several attempt 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 to this form.
- I have attached a copy of the requisition to this form.

Date of purchase:

Amount of purchase:

Merchant:

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 constitutes "misuse" of the Credit Cards or Reimbursements and may result in loss of future Credit Card or Reimbursement privileges.*

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

\_\_\_\_\_