

Come before Winter Travel/Operations Expense Missing Receipt Affidavit Form



Complete and submit this in lieu of missing receipt for any purchase amount

Employee Name: _____

Vendor Name: _____

Description of Goods/Services:

Organizational purpose (i.e pretreat food, gas etc)

Amount: _____

Purchase method: Cash Credit Card Debit Card

Purchase Date: ___/___/___

Employee's Signature: _____ Date: ___/___/___

Supervisor's Signatures: _____ Date: ___/___/___

I acknowledge the above transaction(s) are valid although receipt(s) were lost or not obtained.

Please email this form to nicole@comebeforewinter.org if you are missing a receipt.