



CASCADE
CHRISTIAN SCHOOLS

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Lost or Unavailable Receipt Form

(Use this form if you are unable to provide an original receipt)

Purchaser's Name: _____ Today's Date: _____

Indicate your campus:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> District Office | <input type="checkbox"/> Frederickson ELC | <input type="checkbox"/> McAlder ELC | <input type="checkbox"/> Puyallup ELC |
| <input type="checkbox"/> Junior High | <input type="checkbox"/> Frederickson Elementary | <input type="checkbox"/> McAlder Elementary | <input type="checkbox"/> Puyallup Elementary |
| <input type="checkbox"/> High School | <input type="checkbox"/> Frederickson Rec | <input type="checkbox"/> McAlder Rec | <input type="checkbox"/> Puyallup Elementary Rec |

EXPENSE DETAIL:

Amount: _____

Merchant Name: _____ (e.g., restaurant)

Participant(s): _____

Transaction Date: _____

Location of Expense: _____

General Ledger

Account No.: _____

(example: xxxx-xx-xxx)

Describe business purpose for expense:

Describe reasonable efforts to obtain copy of the receipt:

Approval signatures for payment:

Purchaser's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____