



## 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:

- District Office  
  Junior High/High School  
  Puyallup Elementary  
  Puyallup ELC  
 Frederickson Elementary  
  Frederickson ELC  
  Tacoma Elementary  
  Tacoma ELC

### 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:** \_\_\_\_\_