

# Certification of Missing Receipt



Today's Date: \_\_\_\_\_

Person Requesting: \_\_\_\_\_  
Print Name

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reason for Missing Receipt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form should be used to request a reimbursement from the PTC when you do not have the original receipt for an approved PTC purchase.

A Check Request Form must **also** be completed and this form attached to it as if it were the original receipt.

**Please attach any supporting documentation to this form to support the purchase (e.g. bank statement).**

Checks are approved based on PTC budget.

My signature below certifies I incurred the expense(s) as described below and have lost, misplaced, or did not receive the receipt. I am submitting this form in lieu of the missing receipt. I certify that these are accurate and proper charges incurred and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of this expense be sought or accepted from any other source.

Signature: \_\_\_\_\_

For questions, please email the PTC Treasurer at [camheightstreasurer@gmail.com](mailto:camheightstreasurer@gmail.com).

Purchase Date	Store Purchased	Item Description	Amount
			\$
			\$
			\$
			\$
			\$
		<b>Total Amount</b>	\$

## PTC USE ONLY:

Approval Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Form Approved By: \_\_\_\_\_  
Print & Sign Name