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Copper Mountain Community College District

Affidavit for a Lost Receipt or Missing Itemization

By completing this form you certify the following:

1. I have made reasonable efforts to obtain a duplicate receipt or itemized statement from the vendor but was unable to do so, or such documentation is not available. If purchase is for food, I attest that no alcoholic beverages were included in this payment.
2. To the best of my knowledge, the amount stated on this form is accurate and represents a legitimate expense incurred by me.
3. No previous reimbursement or payment has been received or paid for this expense.
4. I understand that knowingly making a false statement in this affidavit may subject me to disciplinary action and/or penalties under applicable district policies and law.

Date: _____

Employee Name: _____ Department: _____

Expense Information

Expense Date: _____

Vendor: _____ Amount: _____

Expense Description:

Payment Method District Credit Card ☐ For Reimbursement ☐ (Expense incurred by employee and requesting reimbursement)

Cardholder Name _____

Reason for Missing Documentation: Select _____

Please include any available supporting documentation:

○ Credit Card Statement	○ Bank Statement	○ Proof of Payment	○ Email Confirmation	○ Order Confirmation
○ Vendor Invoice	○ Other:			

Accounting Information

Funding Source: _____

_____ - _____ - _____ - _____ - _____ - _____ . _____ - _____

Certification and Approval

I certify that the above-mentioned statement is true and accurate, and that the purchase described was made for and on behalf of Copper Mountain College. I also understand that if this purchase was made on a District Credit Card, that excessive use of this affidavit form may result in the revocation of my participation in the District Credit Card Program.

_____ _____

Employee Signature Date

_____ _____

Approval Signature Date
Supervisor/Budget Manager

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