**LOST RECEIPT DECLARATION**

 **FORM**

**LOST RECEIPTS**

If a duplicate cannot be obtained, the employee/claimant must submit the following signed memorandum with their Overhead or Customer Reimbursement Form.

**Re: Original Receipt**

I, hereby declare that I have lost, or have never received, the original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name: `

Date of Purchase:

Amount of Purchase: `

Description of goods/services purchased:

Signature of Claimant

