

Tightwad Fire Protection District

Missing Receipt Affidavit

I, _____, hereby swear or affirm that I made the purchase below using a Tightwad Fire Protection District (District)

VISA® Purchasing Card (P-Card)

Fleet Fuel Card

number XXXX-XXXX-XXXX-_____ for official District business but do not have a receipt for the following reason(s):

Vendor would not provide a detailed receipt because:

I had a receipt but cannot locate it and vendor cannot replicate receipt

I have an illegible receipt and vendor cannot replicate receipt

Vendor Name: _____

Vendor City: _____ Date of Purchase: ____/____/____

Amount: \$_____ Sales tax paid? Zero \$_____

Detail Description of goods and/or service purchased and any other circumstances (if necessary, use *Receiving Detail Form #824-2*):

This affidavit will be used in lieu of a receipt for this transaction. Under penalty of law, I certify that all goods and/or services listed above (and on the attached, if applicable) were purchased and received for District purposes. I also understand that habitual use of this affidavit instead of submitting actual receipts may result in suspension or termination of purchasing card or fleet fuel card privileges.

CARDHOLDER SIGNATURE

All information is required and must be printed in ink. Use one affidavit per missing receipt.

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DO NOT PRINT

REVISION HISTORY

Revision Date	Author	Revision Details
August 04, 2021	Monte Olsen	Initial version