

Valley Ridge Academy

Missing Receipt Affidavit

EXPENSE TRANSACTION INFORMATION

Name: _____

Current Date: _____

Vendor Name: _____

Amount \$: _____

Date of Transaction: _____

DESCRIPTION OF PURCHASE

MISSING RECEIPT AFFIDAVIT

I certify that the transaction amount documented above was incurred on behalf of Valley Ridge Academy PTO as a legitimate expense. The charge complies with the PTO's reimbursement policy and budget limits. This form is submitted as a substitute to the original missing receipt.

Signature for acknowledgement of affidavit: _____

Print Name: _____

Signature: _____

Date: _____ ****Note: Attach this statement to your reimbursement request****

Approved by: _____ PTO President

Date: _____ Signature: _____