



Missing Receipt Affidavit

I, _____, have either not received or have misplaced a receipt for an expense that was incurred on behalf of the MetroParks of Butler County. I certify that the original receipt cannot be submitted for payment and that this transaction was a legitimate business expense and it is necessary to submit this affidavit as a receipt. Listed below is the itemization for this receipt.

Invoice/Reference Number:	Transaction Date:
Vendor:	
Description of Expense/Business Purpose	Amount

I affirm that the above information is true and accurate to the best of my knowledge and belief.

Employee Signature

Date

Notice:	
Sworn to and subscribed before me this _____ day of _____, 20_____	
_____ Notary	_____ My Commission Expires On (Seal)