

**Section 15.09 Appendix I – Missing Receipt Form**

**EMPLOYEE EXPENSE MISSING RECEIPT CERTIFICATION FORM**

I, \_\_\_\_\_, hereby certify that I have conducted business on behalf of the City, or have purchased and received goods utilizing the City’s credit card. I further certify that the original receipt supporting the transaction was either inadvertently lost or destroyed, or I was not provided such receipt. I hereby certify that the purchase was allowable, for a proper public purpose, and relates to business conducted on behalf of the City which is described below (please include date, location, dollar amount, and purpose of expenditure):

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The employee identified above understands that per City policy, the City Administrator or Finance Director have the authority to approve or deny the reimbursement request based upon the information provided, and the circumstances involved. Violations of City policy may result in the employee reimbursing the City for the cost of the item purchased or other non-approved spending.

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ Finance Department Approval	_____ Date