



West Linn-Wilsonville School District 3Jt

ADMINISTRATION BUILDING
22210 SW Stafford Rd, Tualatin OR 97062
Phone 503-673-7000 Fax 503-673-7001

Missing Receipt Documentation

Subject: Documentation of Lost, Stolen or Missing Receipt for Purchase made with District Purchase Card

I, _____, hereby certify that I did procure the following item(s) with a Bank of America Purchase Card at:

Vendor name, address and phone number

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Grand Total			_____

I hereby certify that the following circumstances resulted in my lost or missing receipt(s):

Cardholder:

Signature: _____

Date: _____

Print Name: _____

Building: _____

Business Manager:

Signature: _____

Date: _____