

# MISSING ITEMIZED RECEIPT VERIFICATION FORM

Accounting Department  
Lincoln Public Schools • Lincoln, Nebraska

Itemized receipts are required by our auditors. This form should only be used as a substitute after a good faith effort has been made to obtain a copy of the original receipt.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

### Receipt Details:

Merchant: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Items purchased:

I did not receive and/or am missing an itemized receipt for the transaction listed above. I certify that this purchase complies with all guidelines set forth in BA20: Business Travel and Reimbursement and BA30: Credit Card Purchases.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_