

Crook County Treasurer

Lost Receipt Form

This form is to be used for lost or missing receipts

Merchant Name: _____

Purchase Amount: \$ _____

Date of Purchase: _____

Description of Purchase: (List items purchased) _____

Receipt was (Check One) _____ Lost _____ Detail Unavailable

I, _____, the undersigned do certify that I attempted to contact the vendor to obtain a copy of this receipt but the vendor was unable to provide one. I further certify that the above purchase was made for official county business. I acknowledge that falsifying information on this form may result in discipline up to and including termination.

Employee Signature

Date

Supervisor Signature

Date