



# POARCH BAND OF CREEK INDIANS

## Lost Receipt Form (Less than \$100.00 charged using Tribal credit cards.)

This is to certify that on \_\_\_\_\_ 20 \_\_\_\_\_

I paid the sum of \$ \_\_\_\_\_ for \_\_\_\_\_  
(Please list department and reason for purchase)

Vendor's Name \_\_\_\_\_

Vendor's Address \_\_\_\_\_

ITEMS	COST
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL COST _____	

I certify that the *itemized receipt* for this payment has been lost or was not received from the vendor and that this statement is given in lieu of an itemized receipt to obtain verification of the department and/or program's expenditure. I also certify that all expenditures are in compliance with allowable expenditures.

I further certify that the total cost of this expenditure was *less than \$100* and the above listed items represent legitimate expenses incurred solely for the benefit of the Tribe and/or Tribal Program. I also certify that I have not previously submitted these expenses and the charge is still outstanding on the Tribal credit card statement.

SIGNED \_\_\_\_\_  
Cardholder/Card user

PRINTED NAME \_\_\_\_\_

### APPROVED FOR EXPENDITURE:

\_\_\_\_\_  
Division Director/Executive

\_\_\_\_\_  
Controller/ACFO/CFO