

King County P Card Program
Lost/Missing Receipt Form



IMPORTANT: Before completing this form ensure all efforts have been made to locate the receipt, invoice or order confirmation for your iExpense report.

Name of P card Holder		
Name of Coordinator		
Total of transaction		
This affidavit is submitted in lieu of original receipt and attests:		
<input type="checkbox"/>	No original receipt for this expense is available.	
<input type="checkbox"/>	The expense was incurred on behalf of King County official business.	
<input type="checkbox"/>	The item and amount of the expense are accurate.	
<input type="checkbox"/>	No reimbursement of this expense has been or will be sought or accepted from any other source.	

Vendor Name: _____

Vendor Address: _____
(Physical address or web site URL)

Date of Receipt: _____

Detailed description of items purchased:

Cardholder (print) _____ Signature _____ Date _____

Division Director (print) _____ Signature _____ Date _____