



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Missing Receipt Statement

I, _____, have either not received, or have misplaced a receipt.

Description of Purchases:

Merchant Name: _____

Merchant City and State: _____

Purchase Date: _____ Purchase Amount: _____

Item(s) Purchased:

Description	Amount*

*Best Approximation

Reason for Missing Receipt: _____

Additional Comments:

I certify that the above purchase was made on behalf of Chabot-Las Positas Community College District and was for official college business. I have lost, misplaced, or did not receive the receipt documenting payment.

Cardholder's Signature

Date

Approver's Signature

Date

Chancellor or Vice Chancellor, Business Services Signature

Date