LOST RECEIPT DECLARATION FORM

I, _____, hereby declare that I have lost, or have never received, the original receipt.

I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

The expense(s) were directly incurred on behalf of Centrepoint Church. Please reimburse me for the expenses as detailed below:

Vendor Name: _____

Date of Purchase: _____

Amount of Purchase: _____

GST (if known): _____

Description of goods/services purchased:

Claimant Name & Signature

_____

Print Name **Signature** **Date**

Department Leader Name & Signature

_____

Print Name **Signature** **Date**

Business Manager Approval

_____

Print Name **Signature** **Date**