



B300 – 1 FORM
VISA CARD LOST/NO RECEIPT
DECLARATION FORM

LOST/NO RECEIPTS

If a duplicate cannot be obtained, the cardholder must attach the following signed memorandum to their Purchase Card Statement.

Re: Original Receipt

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.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name _____

Date of Purchase _____

Amount of Purchase _____

Description of goods/services purchased:

Note: If the expense that you are claiming includes hospitality expenses (meals and entertainment) please include the names of the people hosted.

Printed Name of Cardholder

Department

Signature of Cardholder