Yamhill County

"Excellence in Service"

535 E Fifth Street
McMinnville, Oregon 97128
(503) 472-9371

Lost or Missing Receipt Affidavit

I certify that receipts supporting Yamhill County expenses totaling Lost or Missing Receipt Affidavit

I certify that receipts supporting Yamhill County expenses totaling $_____ have been lost or are otherwise unobtainable. I attempted to obtain duplicate receipts and have been unsuccessful. Any other available supporting documentation is attached to this affidavit.

Payment made to:_____

Specific Items Purchased: _____

_____

Date of Purchase: _____

Purchase made with: Petty Cash ☐ County Pcard ☐ Personal Cash ☐ Personal Pcard ☐

I verify that the undocumented expenses are approved, legitimate Yamhill County expenses.

_____ _____ _____
Signature of Purchaser Phone Date

_____
Printed Name of Purchaser

_____ _____ _____
Signature of Purchaser's Supervisor Phone Date

_____
Printed Name of Purchasers Supervisor