



TRINITY COUNTY

MISSING RECEIPT AFFIDAVIT

Local Government Code §113 provides that the County Auditor is required to review all supporting documentation before a claim against the County can be approved for payment. In the event that original documentation has been lost or otherwise unavailable and all measures to obtain a copy have been exhausted the County Auditor, as provided by §113.064c, requires the following affidavit to be completed and submitted in support of the claim. It should be signed by the employee and the employee's supervisor and submitted to the County Auditor in a timely manner.

I am missing a receipt for: _____
Goods/ Services Procured

I incurred this expense at: _____ **on:** _____ **for:** _____
Business Name Date Expense Amount

The receipt was (check applicable):

Lost Never Received Other _____

The form of payment I used (check applicable):

County Check Personal Check County Credit Card
 Personal Credit Card Cash Other _____

Business Purpose of Transaction:

Person(s) involved (if expense is related to travel or entertainment):

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source.

Employee Signature

Supervisor Signature

Employee Name (Printed)

Supervisor Name (Printed)

Date

Date