

# Korean Central Presbyterian Church ("KCPC") Missing Receipt Statement

## EXPENSE TRANSACTION INFORMATION

<u>Name:</u> _____	<u>Current Date:</u> _____
<u>Department Name:</u> _____	<u>Transaction Date:</u> _____
<u>Account #:</u> _____	<u>Expense Report Date:</u> _____
<u>Vendor Name:</u> _____	<u>Amount \$:</u> <b>\$0.00</b>
<u>Reference #:</u> _____	

## DESCRIPTION OF EXPENSES

[describe]

## MISSING RECEIPT AFFIDAVIT

I certify that the transaction amount documented above was incurred on behalf of the KCPC as a legitimate business expense. The charge complies with the KCPC's purchasing policy and authorization limits. This form is submitted as a substitute to the original missing receipt.

Initial for acknowledgement of affidavit: \_\_\_\_\_

## THIS SECTION COMPLETED BY EMPLOYEE / MEMBER

<u>Print Name:</u> _____	<u>Signature:</u> _____
<u>Date:</u> _____	<b>**Note: Attach this statement to your expense report**</b>

## THIS SECTION COMPLETED BY DEPARTMENT ELDER

<u>Name Approved by:</u> _____	
<u>Date:</u> _____	<u>Signature:</u> _____