

Pinon PTO

TO BE USED FOR ACCOUNTING PURPOSES¹

AFFIDAVIT FOR LOST RECEIPTS

I, _____ certify the detailed receipt(s) for
(print name)
expenses in the amount of \$ _____ incurred while in the conduct of
business for Pinon Elementary School, were lost.

Date of Purchase	Business at Which Purchase was Made	Description	Total Cost

Teacher Signature

Date

¹ Created November 15, 2016

PTO Officer Signature

Date