



Lost Receipt Affidavit

This is to certify that on (date)_____ I paid the sum of \$_____ for (description of purchase)_____.

Vendor Name:_____

Vendor location:_____

SERVICE FUSION JOB # (IF APPLICABLE) _____

Sales Taxes paid: Yes No

I Further certify that the *itemized receipt* for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt to obtain reimbursement for out of pocket or substantiate a corporate card purchase for this expenditure. I also certify that no alcoholic beverages, tobacco products, gift cards, or other items for personal/ non-business-related use were purchased.

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of Pacific Facility Solutions, Inc.

Printed Name

Manager's Initials

Signature

CEO Signature

THIS DOCUMENT MUST BE SUBMITTED TO ABACUS IN LIEU OF THE CREDIT CARD RECEIPT