**Pinon PTO**

**TO BE USED FOR ACCOUNTING PURPOSES[[1]](#footnote-1)**

**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

PTO Officer Signature Date

1. Created November 15, 2016 [↑](#footnote-ref-1)