Lost or Missing Receipt Form

MUST FIRST BE SENT TO BAEOP PRESIDENT WITH CLAIMS FORM FOR APPROVAL

Bellevue Association of Educational Office Professionals

I, the undersigned, made a purchase on behalf of BAEOP and do not have a receipt or invoice.

Check One: ☐ Receipt was lost ☐ Merchant did not provide a receipt

I have attempted to obtain either the original receipt or a copy by doing the following:

_____

_____

_____

Merchant: _____

Date of Purchase: _____ Total Amount: _____

Item(s) Purchased:

Quantity	Description	Cost

Total Amount of Claim: $

I hereby certify that this is a true and correct claim in the amount of $ _____for expenses incurred by me and that no payment has been received by me on account thereof.	
Date:	Claimant: