

Lost Receipt Form

Petty Cash Claims

Use this **lost receipt form** sample to efficiently document and process petty cash claims when original receipts are unavailable. It ensures proper authorization and accurate record-keeping for reimbursement purposes. This template helps maintain compliance and accountability within financial procedures.

Name of Claimant:

Department:

Date of Expense:

Amount (\$):

Description of Expense and Reason for Lost Receipt:

Vendor/Payee Name:

Additional Details/Steps Taken to Retrieve Receipt:

Claimant Attestation:

I hereby certify that the above information is accurate and that the receipt for the stated expense has been lost or is otherwise unavailable. I confirm that this claim complies with company policy and that no other claim for this expense has been submitted.

Claimant Signature:

Date:

Authorizing Manager Signature:

Date:

