



**MISSING RECEIPT FORM**

This form is to be used for missing receipts for items purchased either with Romeo Community Schools Visa Card or personal funds.

Date \_\_\_\_\_

Purchase item (s) on my Romeo Community School Visa \_\_\_\_\_

Purchase item (s) with my personal funds \_\_\_\_\_

Check Payable to \_\_\_\_\_

Account Number	List item(s) purchased and what they were for:	Amount

<b>TOTAL REIMBURSEMENT REQUESTED</b>	
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Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor's Signature