



DINWIDDIE COUNTY MISSING CREDIT CARD RECEIPT

Transaction Date: _____

Vendor Name: _____

Purchase Amount: _____

Reason there is no receipt: Receipt Lost Vendor does not provide written receipt

Description of Purchase:

Please describe exactly what the purchase was for, including name of traveler and why person was traveling, if applicable.

Certification

I hereby certify that the products/services purchased were legitimate business charges.

Purchaser Signature: _____

Dept Manager Signature: _____

Printed Name: _____

Print Name: _____