



Lost, Missing or No Receipt Certification
(Use this form to document expenses claimed for which there is no vendor's receipt)

Date:

Amount:

Account #:

Description:

Explanation:

I, the undersigned applicant, do hereby certify under penalty of perjury that the claim for reimbursement of items listed above for which there is no receipt, is true and correct; that the expenses were actually incurred by me in the performance of the scope of my duties as an employee or official of the City of Mill Creek, and that I have not previously been paid or reimbursed for any of said expense.

Signature of Applicant

Date

Signature of Department Director or City Manager

Date