

**MONTEREY COUNTY OFFICE OF EDUCATION  
CERTIFICATION OF LOST RECEIPT FOR PERSONAL REIMBURSEMENTS**

(To be used by MCOE employees if original receipt is lost or destroyed. This may be attached to travel or expense reimbursement forms to substantiate missing receipts, or upon request by the Business Office.)

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Vendor Name \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Specify each item that was purchased:**

(Failure to specify items will result in disapproval of reimbursement or result in liability to purchaser)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department or Division Head Signature

\_\_\_\_\_  
Date

Business Office Approval \_\_\_\_\_

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