

**CITY OF PATASKALA CREDIT CARD LOST RECEIPT  
CERTIFICATION FORM**

I, \_\_\_\_\_, hereby certify that I have received and purchased items utilizing the City's credit card and have inadvertently lost or destroyed the original receipt supporting the purchase. I hereby certify that the purchase was allowable, for a proper public purpose, and relates to business conducted on behalf of the City which is described below (please include date, location, dollar amount, and purpose of expenditure):

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The employee understands that violations of the City's Credit Card Policy may result in the employee reimbursing the City for the cost of the item purchased when using a City owned credit card.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Department Approval

\_\_\_\_\_  
Date