DECLARATION OF LOST RECEIPT

I, ______________________________, the undersigned, do hereby certify under penalty of perjury that I purchased the following goods or services:

__________________________________________________________________ (list of items)
from ____________________________________________________________________ (vendor)
on ______________________ (date) in the amount of $________________
and that the invoice or receipt has been lost or destroyed.

I further swear that the goods or services were received and used for the benefit of the City of Shoreline.

Signature of Employee: _________________________________________________

Signature of Employee’s Supervisor: ________________________________
DECLARATION OF LOST ITEMIZED RECEIPT

I, _________________, the undersigned, do hereby certify under penalty of perjury that I purchased the following goods or services: _________ (meal) at _________________ in _________________ (city) on _________________ (date), in the amount of $_________ and that the itemized receipt has been lost or destroyed. I certify that no alcoholic beverages were purchased.

I further swear that the goods or services were received and used for the benefit of the City of Shoreline.

Signature of Employee: ________________________________

Signature of Employee’s Supervisor: ________________________________