



### 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: \_\_\_\_\_