

I, _____, have either not received or misplaced a receipt (s) for item(s) purchased as described below:

This affidavit is submitted in lieu of the receipt(s) and attests:

- No original receipt for this expense is available.
- The expense was incurred on behalf of our Girl Scout Account and follows Group Finance Guidelines.
- The item and amount of the expense match the bank statement.

Amount	Date	Vendor	Detailed Description of Expense

Volunteer 1 Signature: _____

Date: _____

Volunteer 2 Signature: _____

Date: _____

Submit this affidavit with all other applicable receipts with the Year End Financial Report.