

MEMORANDUM

TO: PALERMO UNION SCHOOL DISTRICT
DISTRICT OFFICE

SUBJECT: AFFIDAVIT OF NON-RECEIPT

DATE:

In signing below, I, _____,
am certifying that I do not have a receipt for the expense incurred for the activity checked
below. Every effort has been made to obtain such a receipt.

The following expense has been shown on my Travel Expense Claim Form and this affidavit
will be attached to such claim.

<u>Date of Activity</u>	<u>Type of Activity</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Employee Signature:

Supervisor Signature:
