



Tamalpais Union High School District
P.O. Box 605
Larkspur, California 94977

Phone Number: (415) 945-3716
Fax Number: (415) 945-3766

MISSING RECEIPT/ITEMIZATION CERTIFICATION FORM

I, _____, lost my original receipt and/or
(Name of Employee)

do not have an itemized list of purchases made. I hereby certify that as an employee of the
Tamalpais Union High School District, the items and amounts claimed below and purchased
from _____ on) _____, are items
(Name of Store/Establishment (Date of Purchase)

purchased solely for the use of Tamalpais Union High School District.

	Item Purchased	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

(Employee Signature)

(Date)