



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

Kathleen Clow, Accounting Coordinator  
Phone Number: (415) 945-3716  
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**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 \_\_\_\_\_,  
(Name of Store/Establishment) (Date of Purchase)

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

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

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)