

CERTIFICATION SHEET

I hereby certify that the following statement is true to the best of my knowledge and belief.
This is a substitute receipt for expenses incurred for a previously authorized expenditure.
The amount expended for which I do not have a receipt is:

\$ _____ and it was used for _____

I am not able to present an official receipt from the vendor for the following reason:

Name (please print) _____

Signed _____

Dated _____

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