

BYU-Hawaii

## Missing Receipt Affidavit

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Description	Account	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Signature: _____		

Reason for Missing Receipt: \_\_\_\_\_  
\_\_\_\_\_



Approved by Department Head: \_\_\_\_\_

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Approved by Department Head: \_\_\_\_\_