



LRF

Lost Receipt Form

New Life Community Church
 990 James Way
 Pismo Beach CA 93449
 805-489-3254

PURPOSE OF THIS FORM

Use this form when you have lost a receipt or credit card slip that is required for reimbursement. Supply the information requested below for each receipt.

Cumulative lost receipts that exceed \$600 in any calendar year may result in the issuance of a 1099-Misc to the IRS. Loss of receipts on a continuing basis may result in removal of privileges for credit card use, cash advance, or even future reimbursement.

	Receipt #1	Receipt #2	Receipt #3
Date			
Vendor			
Items			
Purpose			
Account			
Amount			

Total Amount

VERIFICATION OF LOSS

I certify that the above-referenced receipts/credit card slips have been lost and that these costs have been incurred by me in the performance of my ministry duties with New Life Community Church, and that I will not see these expenses reimbursed from any other source.

 Employee Signature:

 Department Head Signature

 Date

 Date