

AMERICAN HERITAGE SCHOOLS, INC.

Missing Receipt Form

This form must be completed and turned in to the Business Director in place of lost or missing receipts.

Name: _____

Purchase Date: _____

Purchased From: _____

Purpose: _____

Item #	Quantity	Description
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

Purchase Amount: \$ _____

Reason for Missing Receipt:

By signing this document I agree that the above information is correct and true to the best of my knowledge.

Signature Date

Phone Number Email Address

Assistant Principal's Signature

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