



Santa Barbara City College  
 721 Cliff Drive, Santa Barbara CA 93109 Phone: (805) 965-0581

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## Missing Receipts Form

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

Employee Name: \_\_\_\_\_ K# \_\_\_\_\_

Receipts are not available for the following purchases:

Date	Vendor	Description	Amount

**“This is to certify that the purchases listed above were made for legal school district purposes only.”**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cardholder

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approving Official Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 2nd Approving Official Signature (Trust Funds Only)

For all non-district credit card transactions, please attach support for each expenditure (i.e. Personal credit card statement or canceled check). Cash payments without receipts will not be reimbursed.