



**Lost Receipt Form**  
**Girl Scouts Western Oklahoma**  
6100 N. Robinson Ave., OKC, OK 73118  
Phone: 405-528-GIRL  
Fax: 405-418-7999  
[www.gswestok.org](http://www.gswestok.org)

I, \_\_\_\_\_, have either not received or misplaced a receipt (s) for item(s) purchased as described below:

This affidavit is submitted in lieu of the receipt(s) and attests:

- No original receipt for this expense is available.
- The expense was incurred on behalf of our Girl Scout Account and follows Group Finance Guidelines.
- The item and amount of the expense match the bank statement.

Amount	Date	Vendor	Detailed Description of Expense

Volunteer 1 Signature: \_\_\_\_\_

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

Volunteer 2 Signature: \_\_\_\_\_

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

**This affidavit must be signed by 2 volunteers.**

**Submit this affidavit with the Year End Financial Report and all other applicable receipts.  
Lost receipt total should not exceed 5 per financial year.**