SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

970 Klamath Lane
Yuba City, CA 95993

AFFIDAVIT IN LIEU OF RECEIPT(s)

Receipts are required to substantiate reimbursement claims. This affidavit is **not to be used to eliminate collecting receipts,** but to be used when receipts are not available (lost, un-issued, etc.)

Documentation for the following pre-approved educational expenses, is required by our school district, Sutter County Office of Education, and auditors as set by law or board mandated policies.

Merchandise, registration, housing, transportation (bridge toll, bus, taxi, etc.), and for meals, list name(s) if provided to persons other than claimant.

DATE	DESCRIPTION	AMOUNT
	TOTAL	$ $ 0.00 -

I certify that the above listed pre-approved expenditures follow policies and procedures of SCSOS, were incurred during official district business, and receipts are not available. I am submitting this form as documentation to be attached to my reimbursement claim.

Employee Signature & Date

Business Office Approval & Date