

DATE:

TO: Maria Nazario, COO
Tim Buckingham, Finance Manager

FROM:

SUBJECT: Lost receipts

Please be advised that I have lost the receipt from _____ and am unable to locate the document. I am submitting this memo in lieu of the receipt.

The purchase made was made with _____ at approximately _____ and included the following items: _____

ITEM

\$_. _ per Unit

___ unit(s)

Total cost for purchase _____

This purchase should be expensed to _____.

Please let me know if you have any other questions/concerns.

Sincerely,

Name (Print) _____

Title _____