

Western Cass Fire Protection District
Missing Substantiation Affidavit

I, _____, hereby swear or affirm that I made the purchase on behalf of the Western Cass Fire Protection District (District) for official District business but do not have substantiation for the following reason(s):

Vendor would not provide a detailed substantiation because:

I had substantiation but cannot locate it and the vendor cannot replicate the substantiation

I have an illegible substantiation and the vendor cannot replicate the substantiation

Vendor Name: _____

Vendor City: _____ Date of Purchase: ____/____/____

Amount: \$_____ Sales tax paid? Zero \$_____

Detail Description of goods and/or service purchased and any other circumstances (if necessary, use *Receiving Detail Form #824-2*):

This affidavit may be used in lieu of substantiation for this transaction. Under penalty of law, I certify that all goods and/or services listed above (and on the attached, if applicable) were purchased and received for District purposes. I also understand that habitual use of this affidavit instead of submitting actual substantiation may result in discontinued reimbursements.

SIGNATURE

All information is required and must be printed in ink. Use one affidavit per missing substantiation.

For a missing fleet fueling card or purchase card receipt, use Missing Receipt Affidavit Form 886-5.

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DO NOT PRINT

REVISION HISTORY

Revision Date	Author	Revision Details
November 17, 2022	Monte Olsen	Initial version