

# TLLC Receipt Affidavit (with Expense Voucher)

**Submitted / Requested By:** \_\_\_\_\_

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

*(Date of Invoice or Date on Receipt)*

**Vendor Name or  
Check Payable To:** \_\_\_\_\_

**Reimbursement**

**Payment on Invoice**

**Credit Card Purchase**

Date of Invoice: \_\_\_\_\_

Payment Due Date: \_\_\_\_\_

*Master Card  
Home Depot  
Sam's*

*Card # (Last Four Digits)* \_\_\_\_\_

**Other:** \_\_\_\_\_

Budget Line Item	Description of Expense	Amount
<b>TOTAL</b>		

**Card Holder** (if different from Requestor): \_\_\_\_\_

I cannot find the original Receipt, but I am validating the purchase.

I have found the receipt and it is attached to this form.

Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

Signature: \_\_\_\_\_

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

(MM/DD/YYYY)

For Office Use Only:

Exec Director Approval: _____	CDC Director Approval: _____		
Entered In QuickBooks: _____	Ofc Manager Approval: _____		
Treasurer Approval: _____	<b>Payment Method</b>	Check	E Bill Pay
		EFT	Cr Card