



THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Purchase Details Form

This form should be used only after you've contacted the vendor and determined that an original detailed receipt cannot be obtained.

Receipt Information

Information on this form pertains to:

- Lost receipt (when vendor cannot locate and print a new receipt)
- Summary receipt (when vendor will not provide a detailed receipt)
- No receipt (for rare occasions when vendor cannot provide a receipt)

Purchase Information

Purchase date	Payee or vendor
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Quantity and description of item(s) purchased (for meals or hotels, indicate names of participants or the group name if 10 or more participants)

Amount paid	Business purpose of purchase
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Signatures

I certify that to the best of my knowledge the above purchase details are correct and complete.

Purchaser	Date
Program administrator	Date