



Office of the City Clerk
 Administrative Services Division
 Neighborhood Council Funding Program
 Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: _____

NC Bank Cardholder Name: _____

Vendor: _____ Date of Transaction: _____

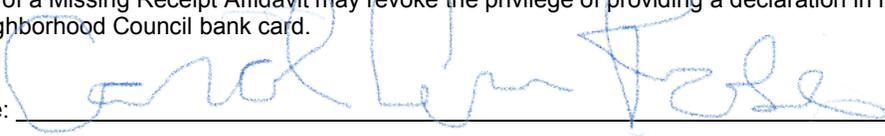
Quantity	Item Description	Item Amount	Amount
		Sub-Total	
		Taxes	
		Total	

The receipt was (check applicable):

* Lost Never Received Other: _____

Purpose of Transaction:

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature: 

NC Bank Cardholder Name (Printed): _____

Neighborhood Council: _____

Date: _____

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.