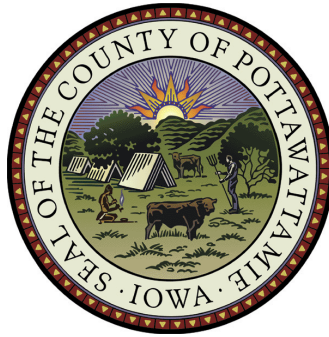


MELVYN J HOUSER
POTTAWATTAMIE COUNTY AUDITOR
AND ELECTION COMMISSIONER
227 S 6TH ST, PO BOX 649
COUNCIL BLUFFS, IOWA 51502-0649



Linda Swolley, First Deputy - Real Estate
Becky Lenihan, Finance & Tax Officer
Phone (712) 328-5700
FAX (712) 328-4740

RECEIPT AFFIDAVIT

This form is to be used for credit card purchases, employee reimbursements or when the vendor's receipt does not show an itemization of the purchase and the vendor cannot provide an itemized copy, or the original receipt is not available. Please make sure completely filled out, signed and dated.

- Reason receipt is not available (please indicate):
- Lost Original Receipt
- Vendor receipt not itemized
- Other(specify): _____

Vendor purchased from: _____

Date of Purchase: _____

Amount of Purchase: _____

How pertains to County business (what purchase was for):

Description of what was purchased:

I _____, certify that I made the purchase described above, that all of the purchase was for County business (unless otherwise noted) and all is within policy guidelines. There was not any alcohol purchased.

Signature / Date