



CORNING UNION HIGH SCHOOL DISTRICT

643 Blackburn Ave. Corning, CA 96021 phone: 530 824-8000 fax: 530 824-8005

Missing Receipt Form

Cardholder must fill out the form below:

Date of Purchase/Service

Vendor Name

Description of Purchase

Quantity Purchased

Dollar Amount

Steps Taken to Obtain Duplicate
Receipt/Invoice

Reason You Were Unable to
Obtain Receipt/Invoice

Repeated lost receipts may result in loss of CAL-Card privileges.

Date

Cardholder Signature

Chief Business Official
