



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: *Mikran Kalaydjian* \_\_\_\_\_

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.