**Appendix 9**

|  |
| --- |
|  **LOSS OF RECEIPT FORM** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Child receipt relates to  |   |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that whilst undertaking spend in relation to the above young person the receipts for the following items are not available. |  |
|  |  |  |  |  |  |  |  |  |
|  | **Items Bought / Store Details** | **Cost** | **Reason why receipt not present** |  |
|  |   |   |   |  |
|  |   |   |   |  |
|  |   |   |   |  |
|  |   |   |   |  |
|  |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
|  | No receipts are available. |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Signed: |   |  |  |  |
| Date: |   |  |  |  |
| Authorised by (Team Manager): |   |  |  |  |
| Date: |   |  |  |  |