



Declaration by Claimant (To be used in lieu of unavailable receipt)

- Receipt Description:** Chair
- Desk

I, _____ hereby declare that I have paid for a chair and/or desk, for government business use at home, and that the receipt was:

- Lost
- Destroyed
- Inadvertently not obtained
- Other (specify) _____

Receipt Detail	
Supplier Name	
Date of Receipt	
Net Amount	
Fees / Shipping	
PST / HST	
GST	
Total	

N.B. This declaration is only applicable for purchases made prior to October 2, 2020, prior to the process being published and announced. Please follow the full instructions on [Equipping Employees - Home Office Furniture](#).

Employees are required to observe the [Values and Ethics Code for the Public Service](#) as well as the [ESDC Code of Conduct](#) when making a declaration for a lost receipt. I certify that I have attempted to contact the supplier to obtain a duplicate copy of the receipt, but have not received a copy.

Signature of Claimant: _____ Date: _____