



Harris County Emergency Corps

2800 Aldine Bender Road

Houston, TX 77032

281-449-3131

CREDIT CARD EXPLANATION FORM

No Receipt for Purchase

Today's Date:

There is no receipt available for a purchase made on my credit card.

The receipt was: (List reason receipt is not available: Lost, unreadable, not obtained etc. etc.)

Charge Date:

Vendor/Company Name:

Amount of Charge:

This charge was made for: (Description of service or item purchased)*

*** Ensure all names/ parties covered under this purchase are included in the description.**

Your Name:

Job Title: