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Treasurer

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Deputy

COUNTY OF CHESTER OFFICE OF THE TREASURER

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EXEMPT ORGANIZATION'S ATTESTATION OF TRAVEL FOR OFFICIAL BUSINESS

I, the undersigned, am a representative of the exempt government agency identified below. The purchase or lease of tangible personal property and/or services or the rental of living accommodations made on the dates listed below is for use by the exempt organization identified below for travel on official business.

The charges for purchase or lease of tangible personal property, services, or the rental of living accommodations from ___ / ___ / ___ to ___ / ___ / ___ are for the organization's official use only.

Under penalty of perjury, I declare that I have read the foregoing and that the facts stated in it are true.

Authorized signature on behalf of the exempt entity: _____

Please print name & title of the representative: _____

Name of exempt entity: _____

Address of exempt entity: _____

Phone number of exempt entity: _____

Email contact of exempt entity: _____

IMPORTANT NOTE: THIS LETTER MAY NOT BE USED TO SUBSTANTIATE PURCHASES OR LEASES OF TANGIBLE PERSONAL PROPERTY, SERVICES, OR LIVING ACCOMMODATIONS FOR THE PERSONAL USE OF ANY INDIVIDUAL REPRESENTING THE EXEMPT ENTITY ABOVE.

___ Please initial that you have read and understood this document.

FOR HOTEL PERSONNEL: I have seen and verified the guest's official identification card and other pertinent orders provided to me.

Signed _____

Date _____