

Missing Receipt Affidavit

(Rev. 10/2012)

Vendor Name	Vendor Address	Vendor City, State , Zipcode
Date of Purchase	Purchase Amount	Last four digits of Purchasing Card Number
Default Dept ID		

Description of Items Purchased:

Explanation of Missing Receipt:

The cardholder responsible for this missing documentation certifies that the above facts are true and correct to the best of his/her knowledge. The cardholder further understands that repeated incidents of missing supporting documentation for purchasing card transactions may be grounds for suspension and/or revocation of purchasing card privileges.

Cardholder Name	Cardholder Signature	Date
Reconciler Name	Reconciler Signature	Date
Approver Name	Approver Signature	Date

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