

Missing Receipt Affidavit

Instructions

Complete the Missing Receipt Affidavit form by entering data into the following fields or regions:

1. Print the requestor's name
2. Include the total amount of the missing receipt
3. **Reference Number:**
4. **Transaction Date:** Enter the date the transaction took place
5. **Vendor:** Enter the name of the vendor associated with the missing receipt
6. **Amount:** Enter the total amount of the missing receipt
7. **Detail of Expense:** Supply as many details as possible regarding the missing receipt (i.e. if the receipt was lost or not received, details of what services or goods were received etc.)
8. **Cardholder/Traveler Signature:** The signature of the purchasing card holder, or the traveler
9. **Date:** The date of the signature
10. **Signature of Department Administrator/Chair for Purchasing Card, or Authorized Signer for Travel:**
11. **Date:** Enter the date reviewed and approved by the Department Administrator/Chair for Purchasing Card, or Authorized Signer for Travel
12. **Printed Name of Department Administrator/Chair for Purchasing Card, or Authorized Signer for Travel:** Print the name of the Department Administrator/Chair for Purchasing Card, or Authorized Signer for Travel

Forward the completed form to the appropriate office (see Policy).