



Affidavit of Missing Receipt

This Affidavit only applies to Cardholders who are missing a receipt to an authorized purchase. Cardholders are encouraged to contact the vendor to acquire a duplicate receipt. If a receipt is missing at the time the monthly card envelope is due, cardholders must attach this completed and signed form to their monthly card envelope for each missing receipt.

I (cardholder) hereby report that I have lost a credit card receipt, or have been unable to secure a duplicate receipt for the original charge.

Check all that apply:

- This is a University business purchase
- I have lost a receipt
- I have been unable to secure a receipt
- I have made several attempts to secure a duplicate receipt from the vendor

Date of Purchase: _____

Merchant: _____

Amount of Purchase: _____

Item(s) Purchased: _____

Additional Comments: _____

I am responsible for this missing documentation and certify that the above facts are true and correct. This signed document will be placed on file as a substitute for the original receipt. I understand that per the Credit Card Policy and Procedures, upon the third occurrence of a lost or missing receipt my account may be permanently closed.

Cardholder Name	Cardholder Signature	Date
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Approver's Name	Approver's Signature	Date
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