



Missing Receipt Affidavit

Warning: Repeated use of this form as substitute documentation could result in a loss of card privileges.

P-Cardholder Name: \_\_\_\_\_ Last 4 Digits : \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Description, Quantity, Cost of each item purchased:

Table with 4 columns: Description, Quantity, Per item Cost, Total Cost. Includes three blank rows for data entry.

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:

Three horizontal lines for providing reasons for missing documentation.

Attach any additional information, correspondence or justification about this transaction. Notify the P-Card Administrator if the merchant repeatedly does not provide documentation.

P-CARDHOLDER AFFIDAVIT SIGNATURE

I hereby certify the following:

- Four bullet points regarding official use, reimbursement, documentation possession, and acknowledgment of consequences.

P-Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENT P-CARD MANAGER AND DEPARTMENT HEAD SIGNATURE AND ACTION

I hereby acknowledge lack of documentation from the vendor for this transaction and have made the following determination regarding the violation status of this transaction. Mark the appropriate category below and the action shown:

This transaction is not considered to be a P-Card violation because through no fault of the P-Cardholder, the receipt could not be obtained from the vendor as stated above.

- Two checkbox options for determining violation status and required actions.

Department P-Card Manager Signature \_\_\_\_\_ Date \_\_\_\_\_ (If applicable)

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_