



Affidavit of Missing Detailed Receipt

This Affidavit applies to any Employee who is missing a detailed receipt for an authorized purchase. Employees are encouraged to contact the vendor to acquire a duplicate detailed receipt. If a detailed receipt is missing at the time the monthly credit card envelope or expense report is due, the employee must complete and attach an affidavit to their envelope or form. An affidavit must be completed for each missing detailed receipt.

I (employee) hereby report that I have lost a purchasing detailed receipt, or have been unable to secure a duplicate detailed 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.

Employee Name	Employee Signature	Date
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Supervisor Approval Name	Supervisor Approval Signature	Date
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