**Purchasing Card**

**Lost Receipt/Invoice Affidavit Office of Business and Finance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cardholder Name** |  | | |
| **Approver Name** |  | | |
| **Department** |  | **Last 4 Digits of Card** |  |

I certify that I made the purchase shown below for official business but do not have a receipt. I have documented my requests for an itemized receipt from the vendor in my P-Card files.

**Reason for form (Check all that apply):**

Vendor did not provide a detailed receipt.

☐

I have requested an invoice, but the vendor cannot provided it. I had a receipt but cannot locate it.

☐

☐

I have a receipt but it is not readable or the descriptions are not understandable.

☐

All information must be typed. All information is required. Use one affidavit for each lost receipt. All affidavits over **$50.00** must be approved by the Dean or Vice-President.

|  |  |  |
| --- | --- | --- |
| Vendor Name |  | |
| Date of purchase |  | |
| Detailed Description of Items Purchased | | Item Amount |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| Total Purchase Amount | |  |

This document will be used in lieu of an invoice or receipt for this transaction. I certify that all items listed above were purchased for business use for the Institution and received on its behalf.

**I also understand that multiple missing receipts over a period of time will result in suspension or termination of purchasing card privileges.**

Cardholder Signature: Date: Approver Signature: Date: Dean/VP Name (Print): Dean/VP Signature: Date: