



MISSING RECEIPT AFFIDAVIT

(for use with Purchasing Card transactions)

I, _____, have either not received or have misplaced a receipt totaling \$ _____. This expense was incurred on behalf of Elon University.

Date Expense Incurred: _____

Reason For Missing Receipt: _____

Detail of Expense (explain in box below):

I certify that the detail and amount shown above was expended for Elon University business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Cardholder Signature

Date