



## MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted in lieu of the receipt.

**I am missing a receipt for:** \_\_\_\_\_  
*Cardholder Name*

**I incurred this expense at:** \_\_\_\_\_ **on:** \_\_\_\_\_ **for:** \_\_\_\_\_  
*Merchant Name* *Date* *Expense Amount*

**The receipt was (check applicable):**

Never Received                       Lost                       Other \_\_\_\_\_

**The form of payment I used (check applicable):**

Procurement card (P-Card)                       Cash                       Other \_\_\_\_\_

**Business Purpose of Transaction:**

\_\_\_\_\_

**Person(s) involved (if expense is related to travel or entertainment):**

\_\_\_\_\_

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

Missing Receipt Affidavits will **NOT** be accepted for the following purchases: Airlines, Hotels, Transportation Services, Subscriptions, or any transaction from an online account (the receipt/proof of purchase can be accessed through the account or by an email from the site/account),

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date