



Missing Receipt Affidavit

A Missing Receipt Affidavit should be used only if you did not obtain a receipt from the merchant and have exhausted all methods of obtaining a copy of the receipt, including but not limited to, contacting the vendor and requesting an emailed/scanned/faxed copy.

Merchant: _____

Date: _____ **Amount:** _____

Please provide a detailed description and justification of items/services purchased:

I, _____, certify that the receipt/documentation for the above expense has been lost or is otherwise unobtainable. I have made attempts to obtain duplicate receipts and have been unsuccessful. I verify that the undocumented expense is an approved, legitimate business expense and was incurred while in the active conduct of University affairs.

I also certify that no alcohol was included in this purchase.

Cardholder Signature/Date: _____

Department Head/Approver Signature/Date: _____