



## Personal Purchase on P-Card Affidavit

Please complete this form if your University P-Card was used for a personal purchase. Once signed, digitize this form and the departmental deposit and upload it to the receipt field in Bank of America Works.

Merchant: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Please provide a detailed description of items/services purchased and how the purchase on the P-Card occurred:

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\_\_\_\_\_ certify that the expense incurred above was made in error and understand that the University P-Card should not be used for personal purchases. I verify that I have submitted a Departmental Deposit form to the Cashiers Office online and brought the reimbursement to the Cashiers Office to reimburse this accidental expense.

Cardholder Signature/Date: \_\_\_\_\_

Supervisor Signature/Date: \_\_\_\_\_