



MISSING RECEIPT AFFIDAVIT

(Use this form to document a P-Card transaction when the original or copy of receipt is not available)

Receipt Information

Date of Purchase: _____ Amount Paid: \$ _____

Vendor Name: _____ Vendor City and State: _____

Description of Item(s) Purchased (List items on the reverse side of this document if necessary)

[REDACTED]

Purpose of the Purchase:

STATEMENT OF REASON FOR MISSING RECEIPT

CLAIMANT CERTIFICATION

Date: _____

I, _____

(Cardholder Name)

(Title)

of