



AFFIDAVIT OF LOST OR UNAVAILABLE RECEIPT

Instructions

This form is required for any P-Card transaction that does NOT have documentation from the merchant. All information requested on this form needs to be completed before it will be accepted.

Please Print or Type

Cardholder Name		Last 4 Digits of P-Card	
Merchant Name		Transaction Date	
Receipt/Invoice # if known		Total Cost	
Description of Expense:			
Reason Original Documentation is NOT available:			

Cardholder Certification, I hereby certify the following: All items purchased on this P-Card transaction were for College use and no personal purchases were made. I will not seek reimbursement in any other manner for this transaction. Original documentation is not in my possession for the reason stated above. I acknowledge that repeated lack of documentation could result in revocation of P-Card privileges.

Cardholder Signature Date

APPROVED BY:

Supervisor's Signature Date

Printed Name