

Corporate Card Lost Receipt/Invoice Affidavit

Cardholder Name			
Approver Name			
Department		Last 4 Digits of Card	

I certify that I made the purchase shown below for official business but do not have a receipt. I have documented my requests for an itemized receipt from the vendor in my Corporate Card files.

Reason for form (Check all that apply):

- Vendor did not provide a detailed receipt.
- I have requested an invoice, but the vendor cannot provided it.
- I had a receipt but cannot locate it.
- I have a receipt but it is not readable or the descriptions are not understandable.

All information must be typed. All information is required. Use one affidavit for each lost receipt. All affidavits over \$50.00 must be approved by the Dean or Vice-President.

Vendor Name			
Date of purchase			
Detailed Description of Items Purchased		Item Amount	
Total Purchase Amount			

This document will be used in lieu of an invoice or receipt for this transaction. I certify that all items listed above were purchased for business use for the Institution and received on its behalf.

I also understand that multiple missing receipts over a period of time will result in suspension or termination of purchasing card privileges.

Cardholder Signature: _____ Date: _____

Approver Signature: _____ Date: _____

Dean/VP Name (Print): _____

Dean/VP Signature: _____ Date: _____