

**PURCHASING CARD MISSING RECEIPT INVOICE AFFIDAVIT**

NOTICE: Itemized receipts for each Purchasing Card transaction are required. Attempts to acquire a duplicate receipt for one that is missing must be exhausted prior to using this affidavit. Repeated use of this method will subject the Cardholder to loss of privileges. It must be signed by the Cardholder and the Principal/Department Head and submitted to the bookkeeper.

LAST FOUR DIGITS OF

CARDHOLDER: CARD NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title / Position: School / Department Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transaction number: Transaction Date: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier: Total Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items Purchased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(With cost)

Purpose of Transaction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detailed explanation why receipt is missing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the amounts shown above were expended for Horry County School business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract. Even with this signed affidavit, it may be determined that the expense cannot be charged to a special revenue fund. I understand that a Missing Receipt Invoice Affidavit should be used on rare occasions and may not be used on routine basis. I further understand that excessive use of a Missing Receipt Invoice Affidavit may revoke the privilege of using my Horry County School Purchasing Card.

Cardholder Signature: Date

Signature of Principal / Department Head Date