

Cardholder Lost Receipt Affidavit

Cardholder Name: _____
Please Print or Type Bldg/Dept.

Please provide a complete description of the items purchased where the original itemized sales receipt from the vendor is unavailable. This form is to be completed and submitted with the Purchasing Log that references this purchase.

Date of Purchase	Vendor	Item Description	Amount Charged
TOTAL AUTHORIZED FOR PAYMENT			\$

I certify, under penalty of perjury, that this Affidavit for the items included herein for payment are correct and just in all respects. I further understand that repeated occurrences of lack of documentation may result in disciplinary action as described in the Purchasing Card Policies and Procedures manual.

 Cardholder Signature Date