



Wakulla County School Board P-Card Missing Receipt Affidavit

I, _____, have misplaced/not received the following P-Card receipt:

Vendor: _____ Date of Purchase: _____ Amount: \$ _____

School/Office: _____ Last 4 Card Number: _____

This document will serve as the invoice or receipt for this transaction.

Item(s) Purchased:

(Include description, quantity and unit price, and business purpose for each item)

What attempts have been made to request a duplicate receipt from the vendor?

(Include names, dates, phone numbers, or emails used in requesting documentation from the vendor.)

I certify that the information shown above (and on the attached, if applicable) is true and correct. All items or services were purchased and received for Wakulla County School Board purposes.

Card User (Printed Name)

Card User (Signature)

Date

Card Manager (Printed Name)

Card Manager (Signature)

Date

Please upload this form to the Suntrust Platform as receipt/invoice.