
ATTACHMENT 8

LOST RECEIPT OR INVOICE AFFIDAVIT

Cardholder _____ Date: _____

Card Approver _____ Card's Last 4 Digits _____

All transactions on District's P-Cards require receipts. If a receipt has been lost, or is otherwise unavailable, please fill out this form. Please attach evidence of an attempt to retrieve a copy of the missing documentation from the merchant.

TRANSACTION INFORMATION

Merchant _____

Transaction Amount \$ _____ Transaction Date _____

Items Purchased:

1. _____	\$ _____	6. _____	\$ _____
2. _____	\$ _____	7. _____	\$ _____
3. _____	\$ _____	8. _____	\$ _____
4. _____	\$ _____	9. _____	\$ _____
5. _____	\$ _____	10. _____	\$ _____

Intended Use For Items Purchased:

Reason For Missing Receipt:

Note: If missing receipt is due to a disputed charge, please attach documentation that the dispute has been filed with the P-Card's issuing bank.

CERTIFICATION

I certify that the purchase(s) identified on this memorandum were made by me for use for Richland County School District One business and is an allowable expense under as set forth by District and State Guidelines. If the purchase was made by someone else for a purpose other than District business, then proper notification has been made with the p-card's issuing bank; and documentation is attached.

Signatures:

Cardholder _____ Date _____

Approver _____ Date _____

Attachments:

cc: P-Card File, Cardholder Statement