



STATE OF DELAWARE
Affidavit for Missing and Non-Itemized Receipts

All fields are required. All information must be completed online, typed, or printed in ink. Complete one affidavit per missing or non-itemized receipt. OMB and DOA approval is required for PCard transactions exceeding \$100.00 and all personal reimbursements. The affidavit must be submitted within 30 days of the transaction to be considered for reimbursement.

Email the approved affidavit to OMB_MissingReceiptAffidavit@delaware.gov to obtain approval from OMB & DOA.

Date:	Organization:	Dept ID:
Name of Employee:	Phone #:	
Employee's Email Address:		

<p>I certify that I made the purchase shown below for official State of Delaware business on: <input type="checkbox"/> Purchase Card, or <input type="checkbox"/> Personal Reimbursement, but do <u>not</u> have an itemized receipt because:</p>
<p>Detail Reason for the Missing Itemized Receipt (Each line limited to 75 characters - attach additional sheet(s), if necessary)</p> <hr/> <hr/> <hr/>

Description of Goods and Services Purchased	
Merchant Name	
City	
Date of Transaction	
Detail Description of Items Purchased	Item Amount
(Each line limited to 60 characters – attach additional sheet(s), if necessary)	
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 (and on the attached, if applicable) were purchased and received for State of Delaware business and all reasonable measures for obtaining an itemized receipt have been exhausted.

	NAME:	SIGNATURE:	DATE:
Employee:			
Immediate Supervisor:			
Division Director:			
Cabinet Secretary:			

Electronic Signatures: DOA Director and OMB BDPA Director