



## LOST OR MISSING RECEIPT AFFIDAVIT

**Select which type of purchase:**

**Travel Reimbursement** ER # \_\_\_\_\_

- Individual submits with receipt packet
- Required for all lost or missing receipts over \$50

**Purchasing Card** Transaction# \_\_\_\_\_

- Submits to the P-Card Office with transaction detail record
- Required for all lost or missing receipts (no dollar limit)

I certify the receipt supporting University purchases described below has been lost or is otherwise unobtainable. I attempted to obtain duplicate receipts and have been unsuccessful. Any other available supporting documentation is attached to this affidavit.

Merchant: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Business Purpose: *(Include Who, What, and Why)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(If needed, attach additional lines)*

I verify that the undocumented expenses are approved, legitimate University expenses. I have attempted to get the following (mark all that apply):

- Duplicate Receipt
- Other supporting purchase documentation from vendor

Signature of Purchaser	Phone	Date
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\_\_\_\_\_  
Printed Name of Purchaser

Signature of Supervisor (if Travel Reimbursement) Signature of Controller (if Purchasing Card transaction)	Phone	Date
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\_\_\_\_\_  
Printed Name of Supervisor or Controller

(Note: the supervisor or controller signing this affidavit cannot be the same person who is being reimbursed)