



Affidavit of Missing Receipt Form

This form is to be used as documentation for missing P-Card receipts ONLY if the merchant cannot produce duplicate documentation. It is allowed only as a rare circumstance. The form is to be completed by the Cardholder and signed by the Cardholder, Reconciler, and Department Head. Repeated use of this form as a substitute for a receipt may result in disciplinary action.

Date: _____

Cardholder Name: _____

Trans ID: _____

Trans Date: _____

Trans Amount: _____

Merchant Name: _____

Why is the receipt missing?

What attempts have been made to request a duplicate receipt from the merchant? (Please include names, dates, phone numbers or emails used in requesting documentation from the merchant).

Itemize the Purchase:

Description of the Item	Cost of Item	Tax Paid
Total		

Cardholder Signature: _____

By signing this form, I validate that the above listed item(s) were purchased and that every attempt was made to obtain an itemized receipt from the merchant.

Department Reconciler Signature: _____

Date: _____

Department Head Signature: _____

Date: _____