



### Missing Receipt Affidavit

Warning: Repeated use of this form as substitute documentation could result in a loss of card privileges.

P-Cardholder Name: \_\_\_\_\_ Last 4 Digits : \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

**Description, Quantity, Cost of each item purchased:**

Description	Quantity	Per item Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Reason original receipt was not available:**

Attach any additional information, correspondence or justification about this transaction. Notify the P-Card Administrator if the merchant repeatedly does not provide documentation.

**P-CARDHOLDER AFFIDAVIT SIGNATURE**

*I hereby certify the following:*

- All items purchased on this P-Card were for official LC State use and no personal purchases were made.
- I will not seek reimbursement in any other manner for this transaction.
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in suspension/cancellation of my card.

**P-Cardholder Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DEPARTMENT HEAD & DEPARTMENT P-CARD MANAGER (if applicable) SIGNATURE AND ACTION**

*I hereby acknowledge lack of documentation from the vendor for this transaction and have made the following determination regarding the violation status of this transaction. Mark the appropriate category below and the action shown:*

This transaction **is not** considered to be a P-Card violation because through no fault of the P-Cardholder, the receipt could not be obtained from the vendor as stated above.

- This transaction **is** considered to be a P-Card violation. **Action:** Notify P-Cardholder and advise that further violations may result in a suspension of P-Card privileges.
- This transaction **is** considered a violation and fraud is suspected. **Action:** Report to P-Card Administrator.

**Department Head Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department P-card Manager Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(If applicable)*