

Affidavit of Missing Receipt

This Affidavit only applies to Cardholders who are missing a receipt to an authorized purchase. Cardholders are encouraged to contact the vendor to acquire a duplicate receipt. If a receipt is missing at the time the monthly account statement is due, cardholders must attach this completed and signed form to their monthly statement of account for each missing receipt.

I (cardholder) hereby report that I have lost a Procurement Card receipt, or have been unable to secure a receipt for the Valparaiso University Procurement Card purchase identified below:

Check all that apply:

- This is a University business purchase.
- I have lost a receipt.
- I have been unable to secure a receipt.
- I have made several attempts to secure a receipt by contacting the vendor.
- I have attached the packing slip to this form.
- I have attached a portion of the product packaging (box flap, etc.) to this form.
- I have attached a copy of my order form to this form.
- Rather than count toward one of three documented occurrences, I am submitting the attached reimbursement.

Date of Purchase: _____

Merchant: _____

Amount of Purchase: _____

Item(s) Purchased: _____

Additional Comments: _____

I am responsible for this missing documentation and certify that the above facts are true and correct. This signed document will be placed on file as a substitute for the original receipt. I understand that per the Procurement Card Policy and Procedures, upon the third occurrence of a lost or missing receipt my account will be permanently closed.

Cardholder Name (print) Cardholder Signature Date

Department Head Name (print) Department Head Signature Date

Internal Audit Usage Only: _____ First Occurrence _____ Second Occurrence _____ Third Occurrence

Statement Date: _____