

Affidavit of Missing Receipt

I certify that I am unable to locate the original receipts for the following purchase:

Date: _____ **Amount:** _____ **Vendor:** _____

Reason for Purchase:

Items/Services Purchased:

This purchase was made using:

District Procurement (P-Card) # _____

District Voyager Gas Card # _____

Personal Credit/Debit Card (card type & last 4 digits): _____
(Include copy of statement showing the charge)

Other _____

Employee Name (Print): _____

Employee Signature: _____ **Date:** _____

Supervisor Name (Print): _____

Supervisor Signature: _____ **Date:** _____

**** Please attach any documentation available from the vendor to support the purchase****