

## Purchasing Card Receipt Affidavit

(Revised 03/2022)

Complete this form when requesting an exception to the documentation rules for a given purchase.

Employee Name: Department: Today's Date:  Dept/Proj/Grant ID: Vendor name:  If applicable, Last Four of the PCard: Vendor Address: (City, State, Zipcode)  Date of Purchase: Purchase Amount: Contact Number:  Description of Items Purchased should be as detailed as possible (For Meals-List of Attendees, Food listing, etc.):  No alcohol was purchased for any expense on a state, grant or athletic fund.  Explanation of Missing Receipt:  Lost Receipt  Vendor could not provide itemized receipt  Other:  I attest that the above facts are true and accurate.				
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	Other:			
Attested by: Date	I attest that the above facts are true and accurate.			
	Attested by:		Date	