

Missing Receipt Affidavit

(For use with purchasing card)

I, _____ have either not received or have misplaced the itemized receipt totaling \$ _____. This expense was incurred on behalf of the University of Toledo.

Below is the itemization for each item that was purchased.

This form is submitted in lieu of the original receipt for statement dated _____.

Trans ID Number: _____ Post Date: _____
(6 digit # from Paymentnet transaction list)

Vendor: _____

Detail of Expense	Amount
UT Business Purpose	
What attempts have been made to request a duplicate receipt from the vendor? <small>(Include names, dates, phone numbers, or emails used in requesting documentation from the vendor.)</small>	

“I certify that the amounts shown above were purchased and received for University of Toledo business. I understand that habitual use of this form instead of submitting actual receipts, invoices, or documentation could result in suspension or termination of P-Card privileges. If charged to a sponsored account, I certify that the expenditures represented on the missing receipts were appropriate for the purpose of the award and requirements of the sponsor. I understand that if the State Audit Office reviews this transaction, they may not accept this as proof of payment and I may be required to reimburse The University of Toledo.”

Printed Cardholder Name	
Cardholder (Signature/Date)	
Printed Approving Official Name	
Approving Official (Signature/Date)	