

**MISSING RECEIPT AFFIDAVIT**

Form of payment for this purchase:

- P-Card
- Check
- Electronic

I, \_\_\_\_\_ have either not received, or have misplaced a receipt totaling \_\_\_\_\_. This expense was incurred on behalf of Loyola Law School.

The following is a list of attempts I have made to secure a duplicate of the receipt:

1. \_\_\_\_\_
2. \_\_\_\_\_

This form is submitted in lieu of the original receipt.

Transaction Number: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Detail of Expense (explain in box below) Amount: \_\_\_\_\_

I certify that the amounts shown above were properly expended in connection with my job responsibilities at Loyola Law School. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name of Supervisor

\_\_\_\_\_  
Date