



# Missing/Lost/Non-Itemized Receipt Affidavit

One for per missing/lost/non-itemized receipt

Vendor Name: \_\_\_\_\_ Total Amount: \$\_\_\_\_\_

Name of Purchaser: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Index Code: \_\_\_\_\_ Account Code: \_\_\_\_\_ Activity Code: \_\_\_\_\_

## Procurement Card

Was purchase made using **SOU department P-Card**? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, complete section)

Last 6 Digits of P-Card #: \_\_\_\_\_ Card Custodian Name: \_\_\_\_\_

## Travel

Was purchase related to **Travel**? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, complete section)

Destination: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Items Purchased <i>(please give detailed description)</i>		Amount
<b>Description of SOU Business Purpose:</b>	<b>Sub-Total:</b>	
	<b>Tax:</b>	
	<b>Gratuity:</b> <i>(may not exceed 15% of sub-total)</i>	
	<b>Total:</b>	

A one-time lost or missing receipt is acceptable, if the purchase is documented and verified in writing. Multiple lost or missing receipts is a more serious condition.

**For SOU Department P-Card-** Multiple lost or missing receipts may require temporary suspension of the card for a period of one business week. The Card Custodian will be notified when the suspension is lifted. If a lost or missing receipt is a reoccurring issue, the card may be permanently suspended.

I certify that the about purchase(s) are in accordance with the current SOU purchasing policies.

\_\_\_\_\_  
Purchaser Printed Name                      Purchaser Signature                      Date

\_\_\_\_\_  
Budget Authority Printed Name                      Budget Authority Signature                      Date

\_\_\_\_\_  
Card Custodian Printed Name (If applicable)                      Card Custodian Signature (If applicable)                      Date