



AFFIDAVIT OF PURCHASING CARD RECEIPT

I do hereby certify that I have made a purchase with my P-Card from:

Vendor Name: _____

Description: _____

Receipt Amount: _____

I have received the merchandise/service as indicated on my statement, but I have:
(√ one)

- Not received a receipt yet from the vendor and will try again to obtain one.
- Lost the receipt and have tried, to the best of my ability, to obtain a duplicate.
- Other: _____

Cardholder Name (Printed): _____

Cardholder Signature: _____

Date: _____

NOTE: Purchaser should submit completed copy of this form with your Purchasing Card statement in lieu of original receipt. Payment may be delayed if proper support is not received by Finance.