



PURCHASING CARD (P-CARD) MISSING RECEIPT AFFIDAVIT

I, _____, have either not received or have misplaced a P-card receipt totaling \$ _____. This document will be used in lieu of an invoice or receipt for this transaction.

Vendor: _____ Date of Purchase: _____

Item(s) Purchased:

(Include description, quantity and unit price, and business purpose for each item)

**What attempts have been made to request a duplicate receipt from the vendor?
(Include names, dates, phone numbers, or emails used in requesting documentation from the vendor.)**

I certify that the amounts shown above (and on the attached, if applicable) were purchased and received for Lake Superior State University purposes. I understand that habitual use of this form instead of submitting actual receipts or invoices will result in suspension or termination of P-Card privileges.*

Cardholder (Printed Name)

Cardholder (Signature)

Date

Approving Official (Printed Name)

Approving Official (Signature)

Date

**Habitual use is defined as more than three (3) times in rolling calendar year and will result in suspension of P-card privileges for a minimum of 3 months.*

Submit form to: P-Card Administrator, Purchasing Department