



Missing Receipt Affidavit

Name:

Today's Date:

Vendor Name:

Date of Purchase:

Last 4 of Credit Card (if used):

Amount:

Was Tax Charged: Yes No

Detail of Purchase:

Actions taken to obtain receipt:

(Include date contacted vendor, who you spoke with and why they cannot produce a copy of the receipt)

Employee Signature:

Date:

Supervisor Signature:

Date:

VP, Administrative Services Signature:

Date: