

Appendix F

### Purchasing Card Missing Receipt Affidavit

Cardholder \_\_\_\_\_ M/C Account Number \_\_\_\_\_

Department \_\_\_\_\_ Campus Location \_\_\_\_\_

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Reference Number \_\_\_\_\_ Transaction Date \_\_\_\_\_

Vendor/Merchant \_\_\_\_\_ Total Amount \_\_\_\_\_

Items Purchased:

Item Amount:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Detailed explanation for missing documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the amounts above were expended for Troy University purchases. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date