

# Missing Receipt Affidavit

(for use with purchasing card or travel expense transactions)

I, \_\_\_\_\_, have either not received, or have misplaced a receipt totaling \_\_\_\_\_.  
This expense was incurred on behalf of The University of Scranton.

This form is submitted in lieu of the original receipt.

TRANS ID#: \_\_\_\_\_  
(for purchasing card transactions)

Post Date: \_\_\_\_\_

Merchant: \_\_\_\_\_

Detail of Expense  
(type in box below)

Amount: \_\_\_\_\_

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

\_\_\_\_\_  
Cardholder/Traveler Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Budget Supervisor