

BOISE STATE UNIVERSITY  
P-CARD MISSING RECEIPT AFFIDAVIT

This form is not a substitute for an original receipt and should only be used if all attempts to obtain an original receipt have failed.

*Receipts are required to authenticate the purchase as business-related. If a receipt is missing, it is the cardholder's responsibility to contact the merchant and ask for a duplicate receipt, if possible.*

*If the cardholder can't obtain a duplicate receipt, they must document what was purchased (i.e. include packing slip, packaging, description from vendor website), the business purpose, and include a brief explanation for the missing receipt.*

*Repeat incidents of missing receipts from vendors who normally provide receipts should be treated as a serious non-compliance issue as it's an indicator that the cardholder is not taking responsibility for their account.*

Department Or Business Unit Name:		Date:
Cardholder Name:		P-Card Acct Last 4 Digits:
P-Card Statement Month/Date:	Transaction Date	
Merchant Name	Amount:	
Business Purpose of purchase:		
List items purchased:	Amount	
<i>I certify the purchase noted above was a necessary and legitimate business expense. I'm unable to provide the original or duplicate receipt.</i>		
Cardholder Signature		
Manager Name	Title	
Manager Signature		

**Attach completed form to Cardholder Statement in lieu of receipt.**