



PURCHASING CARD MISSING RECEIPT AFFIDAVIT

NOTICE: Itemized receipts for each Purchasing Card transaction are required. Attempts to acquire a duplicate receipt for one that is missing must be exhausted prior to using this affidavit. Repeated use of this method will subject the Cardholder to loss of privileges. It must be signed by the Cardholder and the Cardholder's Immediate Supervisor and submitted with the monthly Statement.

CARDHOLDER: \_\_\_\_\_ LAST FOUR DIGITS OF VISA ACCOUNT NUMBER: \_\_\_\_\_

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

Transaction number: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

Supplier: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Items Purchased: \_\_\_\_\_ (With cost) \_\_\_\_\_

Business Purpose of Transaction: \_\_\_\_\_

Detailed explanation why receipt is missing: \_\_\_\_\_

I certify that the amounts shown above were expended for University of South Carolina business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract. I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of using my University Purchasing Card.

Cardholder Signature

Date

Immediate Supervisor

Date