Missing Receipt Affidavit

(For use with purchasing card)

I, _____ have either not received or have misplaced the itemized receipt totaling $ _____. This expense was incurred on behalf of the University of Miami (UM).

Below is the itemization for each item that was purchased.

This form is submitted in lieu of the original receipt for GE statement dated _____.

Reference Number: _____ **Transaction Date:** _____
(from GE Capital monthly statement)

Vendor: _____

Detail of Expense	Amount
UM Business Purpose	

I certify that the amounts shown above were expended for UM business purposes. In addition, I certify that the claimed expenses comply with the conditions of the PCard policies and procedures.

_____ _____
Cardholder's Signature Date

_____ _____
Supervisor's Signature Date

_____
Printed Name of PI/Department Head