

**PROCARD MISSING RECEIPT/DOCUMENTATION AFFIDAVIT
INSTRUCTIONS FOR COMPLETION OF FORM**

Purpose of Form:

To be completed by Cardholder when all Cardholder's attempts to locate or obtain a receipt, packing list, etc., from the vendor have failed. Note: Cardholder must provide written documentation for each purchase (receipt, packing list, etc.). This is not an option. The Procard Missing Itemized Receipt/Documentation Affidavit is the only acceptable alternative type of documentation for a missing receipt, packing list, etc., from the vendor.

To be Completed by Cardholder:

- A. Complete all sections of the form. Make sure that both the Cardholder and the Cardholder's Reporting Authority sign the form.
- B. Retain a copy of the form for cardholder's files.
- C. **IMPORTANT:** Attach a copy of the completed form to the appropriate monthly statement (to be filed with Cardholder's Records Manager).
- D. Submit a copy to the Controller's Office, c/o Post Audit, Accounts Payable, Goodell Building.