

MISSING RECEIPT AFFIDAVIT

(Use this form to document a P-Card transaction when the original or copy of receipt is not available)

Receipt Information

Date of Purchase: _____ Amount Paid: \$ _____

Vendor Name: _____ Vendor City and State: _____

Description of Item(s) Purchased (list items on the reverse side of this document if necessary):

_____Purpose of the Purchase:

_____**STATEMENT OF REASON FOR MISSING RECEIPT**_____

_____**CLAIMANT CERTIFICATION**

Date: _____

I, _____ (Cardholder Name) _____ (Title)
of _____ (Department Name) _____ (Department Telephone #)

Certify that the foregoing Procurement Card transaction receipt is not available or obtainable; and have made every effort to obtain a copy of the receipt from the merchant/vendor and UMB Bank. This information is true and accurate, and the amount shown is legally due.

Cardholder Signature: _____ Date _____

Reconciler Signature: _____ Date _____

Department Head Signature: _____ Date _____

Vice President/President Signature (whichever is applicable) _____ Date _____
(Required ONLY when the Department Head is Cardholder)
