

SPONSORED PROJECT AMEX CARD MISSING RECEIPT AFFIDAVIT

Card holder's Name: _____ Project # _____

Last 5 digits of Card Acct. No:	Date:
Post Auditor: Lisa DeBrosse	Card holder's Ph:

By signing below, I certify that the receipt / documentation described below was lost and that I have been unable to obtain a duplicate from the vendor to which payment was made.

Please complete and sign this form and mail to: Office of Sponsored Programs Procurement, 1960 Kenny Road, 4th Floor, Attn: Lisa DeBrosse. **Failure to return the completed form by the due date will result in your Project AMEX Card being placed on hold. Frequent missing receipts will result in cancellation of your card.**

Vendor name:	Transaction date:
Transaction # (Reference or ROC #):	Total Amount: \$

Quantity	Description	Unit Price (If known)	Total Price (If known)

Date:	Card holder's Signature:
Date:	Supervisor's Signature:

INSTRUCTIONS FOR COMPLETION OF FORM

Card holder must provide written documentation for each purchase including quantity, description of the item(s) and unit price. **The Project AMEX Card Missing Receipt Affidavit is the only acceptable alternative type of documentation for a missing receipt from the vendor.**

1. Complete all sections of the form. Make sure both the card holder and the card holder's supervisor sign the form.
2. Retain a copy of the form for card holder's files.
3. **Important:** Attach a copy of this completed form to the monthly statement that included this charge.