

PCard Lost Receipt Affidavit

I hereby report that I have lost the receipt or have been unable to secure an original itemized receipt for the EWU PCard purchase identified below.

Trans ID: _____ Transaction Date: _____ Post Date: _____

Merchant Name: _____ Amount: _____

Description: _____

Reason:

- ☐ Invoice/receipt lost
- ☐ Invoice/receipt not received
- ☐ Invoice/receipt is not itemized
- ☐ Invoice/receipt is a copy

Describe the steps taken to obtain the receipt: _____

Please attach any other supporting documentation (i.e. packing slip) to this affidavit.

This signed document will be placed on file in lieu of the original itemized receipt. I understand that repeated incidences of lost receipts constitute "misuse" of the PCard and may result in increased frequency of reviews or loss of PCard privileges.

Printed Name of Cardholder

Cardholder Signature

Date

Printed Name of Approver

Approver Signature

Date