

MISSISSIPPI VALLEY STATE UNIVERSITY

Affidavit

(Purchasing Card Missing Receipt)

I, \_\_\_\_\_ have either not received or have misplaced the itemized receipt

Totaling: \_\_\_\_\_. This expense was incurred on behalf of Mississippi Valley State

University's \_\_\_\_\_ team. Below is the itemization of each item that was purchased.

This form is submitted in lieu of the original receipt for Regions P-Card Statement Dated: \_\_\_\_\_

Posting Date: \_\_\_\_\_ Transaction Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Vendor: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

In the box below list all item (s) purchased on this receipt, should additional space be required, list all other charges on a separated sheet

Table with 2 columns: Detail of Expenses, Amount

Table with 1 column: A brief Statement of what happen to the Statement

Cardholder's Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Signature

NOTARY PUBLIC IN AND FOR THE

State of: \_\_\_\_\_

County: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_