

Mississippi **Valley** State University

**PROCUREMENT CARD
MISSING DOCUMENT AFFIDAVIT**

CARDHOLDER _____, ACCOUNT NUMBER: _____

Signature of Department Supervisor: _____

Item Description	Date Purchased	VENDOR	Cost

Detailed Explanation of Missing Documentation:

The undersigned employee responsible for said missing documentation due hereby states under oath that the above facts are true and correct to the best of his/her knowledge.

DATE: _____; SIGNATURE OF EMPLOYEE: _____

This individual Employee Personally appeared before me, the undersigned authority, in and for _____

County, State of Mississippi, the above named employee, who, being first duly sworn, state on his/her oath that the above facts are true and correct to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the _____ day of _____ 20____

Notary Public

NOTE: This affidavit shall be attached to the Cardholder's statement and filed with the approving Official