

**BOISE STATE UNIVERSITY
MISSING RECEIPT AFFIDAVIT**

Receipts are required to authenticate purchases as business-related. If a receipt is missing, it is the employee and/or cardholder's responsibility to contact the merchant and ask for a duplicate receipt, if possible. This form is not a substitute for an original receipt and should only be used if all attempts to obtain an original receipt have failed.

If a duplicate receipt cannot be obtained, this form documents what was purchased, the business purpose and an explanation of why the receipt is missing. Include any supporting documentation (packing slip, packaging, description from vendor website, etc.).

Repeat incidents of missing receipts will be treated as a serious non-compliance issue.

| | | |
|---|--------------------------------------|------------------|
| Department Or Business Unit Name: | | Date: |
| Employee Name: | | Transaction Date |
| If P-Card, Statement Month/Year: | If P-Card, Last 4 Digits of Account: | |
| Merchant Name | Amount: | |
| Business Purpose of purchase: | | |
| List items purchased: | | Amount: |
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| | | |
| <i>I certify the purchase noted above was a necessary and legitimate business expense. I'm unable to provide the original or duplicate receipt.</i> | | |
| Employee Signature | | |
| | | |
| Manager Name | Title | |
| Manager Signature | | |

Attach completed form to Expense Report or Cardholder Statement in lieu of receipt.