



The University of Georgia

®

P-Card Missing Receipt Affidavit

I, _____, have either not received or have misplaced a P-Card receipt totaling \$ _____. This document will be used in lieu of an invoice or receipt for this transaction.

Vendor: _____ Date of Purchase: _____ Transaction Number: _____

Item(s) Purchased:

(Include description, quantity and unit price, and business purpose for each item)

What attempts have been made to request a duplicate receipt from the vendor?

(Include names, dates, phone numbers, or emails used in requesting documentation from the vendor.)

I certify that the amounts shown above (and on the attached, if applicable) were purchased and received for University of Georgia purposes. I understand that habitual use of this form instead of submitting actual receipts or invoices will result in suspension or termination of PCard privileges. If charged to a sponsored account, I certify that the expenditures represented on the missing receipts were appropriate for the purposes of the award and requirements of the sponsor.*

Cardholder (Printed Name)

Cardholder (Signature)

Date

Approving Official (Printed Name)

Approving Official (Signature)

Date

**Habitual use is defined as more than three (3) times in one fiscal year and will result in suspension of P-card privileges for a minimum of 3 months.*

Please submit a copy of this form to:

University Business and Accounting Services, 320 Business Services Building