

# South Puget Sound Community College

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## Purchase Card Program

### AFFIDAVIT OF LOST RECEIPT

Complete form and return to the *Agency Program Administrator*

I hereby report that I have lost or been unable to secure a receipt for a South Puget Sound Community College purchase card purchase identified below.

Check all that apply:

- I have lost a receipt.
- I have been unable to secure a receipt.
- I have made several attempts to secure a receipt by contacting the vendor.
- I have attached the packing slip to this form.
- I have attached a portion of the product packaging (box flap, etc.) to this form.
- I have attached a copy of my order form to this form.

Date of Purchase: \_\_\_\_\_

Transaction ID #: \_\_\_\_\_

Merchant: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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This signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidences of lost receipts constitutes a "misuse" of the purchase card and may result in increased frequency of reviews by the *Agency Program Administrator*, and or loss of purchase card privileges.

Card User Signature \_\_\_\_\_

Date \_\_\_\_\_

Approving Official Signature \_\_\_\_\_

Date \_\_\_\_\_