

**MISSING RECEIPT AFFIDAVIT**  
For use with Comdata MasterCard Purchasing Program

I, \_\_\_\_\_ have either misplaced or not received a receipt for a P-card purchase.

This form is submitted in lieu of the original receipt.

Vendor Name: \_\_\_\_\_

Transaction Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Items Purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I certify that the goods shown above were purchased for Lawrence University business purposes as outlined in the policies and procedures for p-card use.

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_