

MISSING RECEIPT AFFIDAVIT

Department _____ Department No. _____ Date _____

Transaction Type: Petty Cash _____ Petty Cash Ticket No. _____
 Accounts Payable _____ Check Number _____
 American Express _____ Invoice Date _____
 Travel Voucher _____ Voucher Number _____

Payee/person responsible for charges/funds _____

Description	Account	Amount	Date

Reason for missing receipt:

Signature of Payee _____ Dept Head Approval _____