



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: \_\_\_\_\_ Amount : \$ \_\_\_\_\_  
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 business. I understand that habitual use of this form instead of submitting actual receipts or invoices will result in suspension or termination of P-Card privileges. If charged to a sponsored account, I certify that the expenditures represented on the missing receipts were appropriate for the purpose of the award and requirements of the sponsor.*

\_\_\_\_\_  
Cardholder (Signature/Date)

\_\_\_\_\_  
Printed Cardholder Name

\_\_\_\_\_  
Approving Official (Signature/Date)

\_\_\_\_\_  
Printed Approving Official Name