

PCARD AFFIDAVIT FOR LOST RECEIPTS

This form is to be used as documentation for missing PCard receipts ONLY if the merchant cannot produce duplicate documentation. It is allowed only as a rare circumstance. The form is to be completed by the Cardholder and must be signed by the Cardholder and the Cardholder's supervisor. Repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the Pcard and personal financial responsibility for the charges.

Expenses were for PO# _____

Reason the receipt is missing:

Description of the Purchase	Cost of Item	Tax Paid (if known)

TOTALS _____

I, _____ certify that actual receipts for expenses were incurred while in the conduct of business for Gallup-McKinley County Schools, were lost and that every attempt was made to obtain an itemized receipt from the merchant.

Cardholder Signature

Date

Supervisor's Signature

Date

Procurement Use:

Cardholder Last 4 Digits _____ Transaction ID: _____

Affidavit No. ____ of 3 for Fiscal Year _____