



SEATTLE PACIFIC UNIVERSITY

MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain another have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted to AP department for processing.

Note: A Missing Receipt Affidavit is not necessary for tips.

I am missing a receipt for: _____

I incurred this expense at: _____ on: _____ for: _____

The receipt was (check applicable):

Lost Never Received Other _____

The form of payment I used (check applicable):

PCard Corporate Card Personal Credit Card Check Cash Other

Business Purpose of Transaction:

Person (s) involved (if expense is related to travel or entertainment):

I understand that a Missing Receipt Affidavit should be used on RARE occasions and may not be used on a routine basis. I also understand that excessive use of this may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source.

Employee Signature

Supervisor Signature

Employee Name (Printed)

Supervisor Name (Printed)

Date:

Date: