

MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. By using the Affidavit, you are stating that the related expense is in compliance with Washtenaw Community College Policy and qualifies as a legitimate business expense. The Affidavit should be signed by the employee and submitted with the employee's reimbursement request, unless the transaction was placed on an employee's Procurement card. In the case of a Procurement card transaction, the Missing Receipt Affidavit should be submitted by the cardholder, in place of the missing receipt, by the monthly reconciliation due date.

I am missing a receipt for:

I incurred this expense at:

Vendor/Business Name

on:

Date

for:

Expense Amount

The receipt was (check applicable):

Lost

Never Received

Other

The form of payment I used (check applicable):

Procurement Card

Personal Credit Card

Check

Cash

Other

FOAPAL:

Fund

Organization

Account

Program

Activity

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 further understand that excessive use of a Missing Receipt Affidavit 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, and the expense incurred was in connection with the business purpose stated above.

Employee Signature

Date

Manager/Supervisor Signature

Date