



MISSING RECEIPT AFFIDAVIT for CARD PURCHASES

The cardholder must complete the form, sign, obtain all necessary signatures and forward to Procurement Services for approval by the Manager of Accounts Payable & Travel and the Director of Procurement Services. If approved, the form should be used as a substitute for the original receipt and attached to the PCard Statement or Travel Expense Report in Concur before submission.

I, either did not receive, or misplaced, a receipt totaling .

The following is a list of attempts I have made to secure a duplicate of the receipt:

Transaction Number	Transaction Date	Fund Org Account Program	Vendor/Merchant Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of the Expense:

I certify that the above purchase was properly expended in connection with my responsibilities as an employee of Youngstown State University. If expensed to a grant, I also certify that the purchase complies with the conditions of the grant.

		Print Name	Department
_____	_____	<input type="text"/>	<input type="text"/>
<i>Employee Signature</i>	<i>Date</i>		
		Print Name	Department
_____	_____	<input type="text"/>	<input type="text"/>
<i>Financial Manager/Supervisor Signature</i>	<i>Date</i>		
		Print Name	Department
_____	_____	<input type="text"/>	<input type="text"/>
<i>Division Officer Signature *</i>	<i>Date</i>		

* If over \$100, Division Officer must sign

For approval, the form can either be mailed to Procurement Services, Room 2013, Jones Hall, faxed to extension 3499, or emailed to procure@ysu.edu. The form will be returned to the employee, financial manager/supervisor, and division officer if applicable, by email.

Manager of Accounts Payable & Travel

APPROVE DENY

Signature

Date

Director of Procurement Services

APPROVE DENY

Signature

Date

Comments:

Financial Manager/Supervisor Cardholder Controllers Office

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