



Affidavit

(Purchasing Card Missing Receipt)

I, _____ have either not received or have misplaced the itemized receipt

Totaling: _____. This expense was incurred on behalf of Mississippi Valley State

University's _____ team. Below is the itemization of each item that was purchased.

This form is submitted in lieu of the original receipt for Regions P-Card Statement Dated: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Vendor: _____ City: _____ State: _____

In the box below list all item (s) purchased on this receipt, should additional space be required, list all other charges on a separated sheet

Detail of Expenses	Amount

A brief Statement of what happen to the Statement

Cardholder's Signature: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____

Notary Signature

NOTARY PUBLIC IN AND FOR THE
State of: _____
County: _____
My Commission Expires: _____