



## PCard Affidavit for Lost Receipt

I hereby report that I have lost the receipt, or have been unable to secure a receipt, for the Western Washington University P-Card purchase identified below:

Check all that apply:

- I had the receipt but can no longer locate it.
- I have been unable to secure a receipt.
- I placed this order by telephone, the vendor promised to fax or mail a receipt, but they have not done so.
- I placed this order online and forgot to print an order confirmation at the time of the order, and I cannot find a place to reprint it at the supplier's web site.
- I have attempted to secure a receipt by contacting the vendor. I have retained the Packing Slip with this form.
- I have retained a portion of the Product Packaging (box flap, etc) with this form. I have retained a copy of my Order Form with this form.

Date of Purchase:

Transaction ID:

Amount of Purchase:

Merchant Name:

Item(s) Purchased:

Additional Comments:

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This signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidences of lost receipts constitute "misuse" of the PCard and may result in increased frequency of reviews by PCard Coordinator or loss of PCard Privileges.

\_\_\_\_\_  
Printed Name of Cardholder

\_\_\_\_\_  
Budget Authority Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date