



# SACRAMENTO STATE

## Procurement & Contract Services

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

### PROCUREMENT CARD MISSING RECEIPT AFFIDAVIT

Submit this affidavit with your statement in lieu of the missing original receipt.

I, \_\_\_\_\_ (name), certify the following item(s) have been received. This affidavit is in lieu of the original receipt(s).

Date of Purchase: \_\_\_\_\_

Vendor/Merchant: \_\_\_\_\_

Item No./Description	Qty	Unit Price	Extension
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		Subtotal:	\$
		Sales Tax:	\$
		Shipping:	\$
		TOTAL:	\$

Reason for lost receipt: \_\_\_\_\_

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Date