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

(REVISED 04/15)