

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:	<u>\$</u>
		Sales Tax:	\$
		Shipping:	\$
		TOTAL:	\$

Reason for lost receipt:_____