

**AFFIDAVIT OF LOST RECEIPT**

If a receipt is lost, you must attempt to obtain a copy of the original receipt from the vendor for all expenditures in excess of \$25. A Missing Receipt Affidavit is required whenever a receipt is not available, regardless of the dollar amount of the expense.

Name	Department	Date of Purchase	Total Cost
Vendor	Location	Method of payment	
Description of Expense, purpose and with whom.			

I certify that the receipt for the above mentioned expense is missing. (Check all that apply)

- The original receipt was lost.
- The original receipt was not obtained. Reason: \_\_\_\_\_
- I have contacted the vendor but was unable to obtain a copy/duplicate receipt from the vendor.

I certify that this expense was incurred in connection with Saint Joseph's College business and that the original receipt is lost or not available. I am submitting this affidavit in lieu of the missing receipt. I certify that reimbursement of this expense has not been previously paid nor will be paid from any other source.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approval Signature

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