AFFIDAVIT OF LOST RECEIPT

Employee Signature

If a receipt is lost, you must attempt to obtain a copy of the original receipt from the vendor for all expendutires 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
endor	Location	Method of payment	
escription of Expense, purpose and with whom.			
certify that the receipt for the above mention	ned expense is missing. (Check all that apply)		
The original receipt was lost.			
The original receipt was not obtain	ned. Reason:	· · · · · · · · · · · · · · · · · · ·	
I have contacted the vendor but w	ras unable to obtain a copy/duplicate receipt fro	m the vendor.	
certify that this expense was incurred in conne	ection with Saint Joseph's		
College business and that the original receipt is ubmitting this affidavit in lieu of the missing re	lost or not available. Tam		
eimbursement of this expense has not been pr			
aid from any other source.			
Employee Signature		*******	
Employee Signature	e	Approval Signat	ure
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Approval Signature