



PURCHASING CARD PROGRAM

Missing Receipt/Invoice Affidavit

Cardholder Name (please print): _____

Department (please print): _____

I certify that I made the purchase shown below in the line of duty but do not have a receipt because (check all that apply):

- Vendor did not provide a detailed receipt
- I have requested an invoice, but the vendor has not provided it
- I had a receipt but cannot locate it
- I have a receipt but it is not readable and this document is provided in order to describe the items purchased (attach receipt)
- Order was placed via telephone, fax, or Internet and vendor has not supplied an invoice

All information must be typed, completed on-line, or printed in ink. All information is required. Use one affidavit per lost receipt.

Vendor Name		
City		
Date of Purchase		
Detail Description of Items Purchased (each line limited to 60 characters – attach additional sheet if necessary)		Item Amount
Total Purchase Amount		

Tax paid: No Yes

This document will be used in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for City of Roswell business. I also understand that habitual use of this form instead of submitting actual receipts or invoices will result in suspension or termination of purchasing card privileges.

Cardholder Signature: _____ Date: _____

P-Card Liaison Signature: _____ Date: _____

Department Head Signature: _____ Date: _____