

Campbell County School District No.1
P-CARD LOST/MISSING RECEIPT AFFIDAVIT

In the event of a lost/missing itemized receipt for a P-card transaction, the P-card Holder must first attempt to obtain a copy of the receipt from the business/vendor prior to filling out this form. Most business/vendors with pertinent transaction information can recreate the itemized receipt.

If a itemized receipt cannot be obtained the following information must be completed in detail and submitted to your Supervisor for signing, before attaching this form to your P-card log.

Name on the P-card: _____

Company Unit: _____

Last 10 digits of the P-card: _____

Purchase Date	Business Name	List of Items Purchased What/Who/Where/Why	Amount
/ /			
/ /			
/ /			
/ /			

Reason for not submitting the original itemized receipt:

Employee Certification: I certify subject to the provisions of W.S. 6-5-303 (Criminal Falsification) and its penalties that this affidavit for the items included herein for payment are correct and just in all respects.

Cardholder Signature: _____

Date: ____/____/____

Supervisor's Signature: _____

Date: ____/____/____

Comments/Additional Information:
