



Travel Purchasing Card Missing Receipt Affidavit

Missing Receipt Affidavit lacking the required information or documentation will be returned to the authorized signer. Please read the instructions in the box below:

Please check applicable detail(s):

Attached is a copy or fax of the receipt

OR,

I certify that I have contacted the merchant and was unable to obtain a copy of the receipt. Therefore, I have attached the following:

A copy of the invoice that confirms items and pricing as well as name of vendor.

I, the undersigned, certify (a) that the receipt for the T-Card expense described above was lost or not obtained, and (b) that this expense has not yet been nor will be submitted to UNC Asheville or any other organization for reimbursement or tax purposes. Please provide the following for this transaction:

Vendor: _____

Amount: _____

Transaction Number: _____

Date of Transaction: _____

Signature of Cardholder: _____ Date: _____

Printed Name of Cardholder; _____

Signature of Fund Manager/Department Head/Dean Date: _____

Printed Name of Fund Manager/Department Head/Dean

T-Card Administrator's Signature Date

