

BRYANT UNIVERSITY
MISSING RECEIPT AFFIDAVIT
(For use with purchasing card for purchases and travel expense transactions)
USE ONE AFFIDAVIT FOR EACH MISSING RECEIPT

I _____ have either not received or have misplaced a receipt totaling \$_____. This expense was incurred on behalf of Bryant University.

This form is submitted in lieu of the original receipt.

Transaction Date _____

Merchant / Vendor _____

Location of Charge / Trip _____

Person(s) in Attendance:

Detailed Description / Business Purpose of Travel / Business Purpose of Expense:

I certify that the amounts shown above were expended for Bryant University business purposes.

Cardholder Signature _____ Date _____

Divisional VP Signature _____ Date _____

CFO Signature _____ Date _____