

Non-Itemized/Lost Receipt Affidavit

Items Purchased <i>(please give detailed description)</i>	Amount
	Sub-Total:
	Tax:
	Gratuity: <i>(may not exceed 15% of sub-total)</i>
	Total:

A one-time lost or non-itemized receipt is acceptable, if the purchase is documented and verified in writing. Multiple lost or non-itemized receipts is a more serious condition.

For SOU Department P-Card: Multiple lost or missing receipts may require temporary suspension of the card for a period of one business week. The Card Custodian will be notified when the suspension is lifted. If a lost or missing receipt is a reoccurring issue, the card may be permanently suspended.

I certify that the above purchase(s) are in accordance with the current SOU purchasing policies.

_____ Purchaser Printed Name _____ Purchaser Signature _____ Date

_____ Budget Authority Printed Name _____ Budget Authority Signature _____ Date

_____ Card Custodian Printed Name (If applicable) _____ Card Custodian Signature (If applicable) _____ Date

SERVICE CENTER USE ONLY	
Prohibited Purchase: _____	Amount Owed: _____
Date Received/Placed on Account: _____	