

## MISSING RECEIPT AFFIDAVIT

(for use with Purchasing Card or Travel Expense transactions)

I, \_\_\_\_\_, have either not received, or have misplaced a receipt totaling \_\_\_\_\_. This expense was incurred on behalf of Bowling Green State University.

Detail of Expense  
(type or print in box below)

Date expense incurred \_\_\_\_\_  
Reason for missing receipt \_\_\_\_\_

I certify that the detail and amount shown above was expended for Bowling Green State University business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

\_\_\_\_\_  
Cardholder/Traveler Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Budget Administrator

\_\_\_\_\_  
Title