



Acct Descr.	
Account #	
Vendor #	
Batch Mo.	

SHARE YOUR PASSION.

Chase Visa - Missing Receipt Affidavit

- Please complete this form if a receipt was lost or not turned in and cannot be duplicated.
I further certify that the itemized receipt for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt.

Employee Purchaser: _____ Purchase Date: _____

DEPT: _____

EVENT/ PURPOSE: _____ FY: _____

Vendor Information:

Name _____

Item #	Qty	Item Description	Unit Price	Total
Shipping:		Estimated Shipping Cost:	Total amount	

Employee Signature: _____ Date: _____

By using the Affidavit, you are stating that the related expense is in compliance with University Policy and qualifies as a legitimate business expense.

Supervisor or President Signature: _____ Date: _____

You can submit a completed and signed form to the Business Office or chasevisa@vandercook.edu.