

**Exhibit – Missing Receipt Affidavit (NEW)**

**INSTRUCTIONS:**

This Affidavit applies to any Cardholder who is missing a detailed receipt for an authorized purchase. Cardholders are encouraged to contact the vendor to acquire a duplicate detailed receipt. If a detailed receipt is missing at the time the monthly credit card statement is due, the Cardholder must complete and attach an affidavit to the statement. An affidavit must be completed for each missing detailed receipt. A Missing Receipt Affidavit is not required for tips.

**Part 1: Transaction Information**

**I (Cardholder) hereby report that I, or a secondary employee that the card was loaned to, have lost a purchasing card detailed receipt, or have been unable to secure a duplicate detailed receipt for the original charge.**

Cardholder Name	Card Number Last Four Digits
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**Please check all that apply**

<input type="checkbox"/> The receipt was lost	<input type="checkbox"/> A receipt was not received
<input type="checkbox"/> Several attempts were made to secure a duplicate receipt from the vendor	

**Transaction Details**

Merchant (Vendor)	Date of Purchase	Amount of Purchase
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Item(s) purchased, business purpose of transaction, and other comments

**Secondary Employee \***

If the card was loaned out to an employee (other than the cardholder) at the time of purchase, enter that employee's name here. This employee must also sign below.

**Part 2: Certification**

As the cardholder or secondary employee (if applicable), I understand I am responsible for this missing documentation and certify that the above facts are true and correct. This signed document will be placed on file as a substitute for the original receipt. I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may lead to the cardholder's account or secondary employee's access being suspended or closed.

Date	
Signature of Cardholder	
Signature of Secondary Employee *	