CALIFORNIA STATE UNIVERSITY, STANISLAUS

PROCUREMENT CARD MISSING RECEIPT AFFIDAVIT

I certify that the following items were ordered. This affidavit is in lieu of the original receipt.

Date: _____

Merchant: _____

Item No.	Qty.	Description	Unit Price	Extension
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			Subtotal	$
			Sales Tax	$
			Shipping	$
			TOTAL	$

Reason for lost receipt: _____

_____

_____ _____

Cardholder Signature Date

_____ _____

Approving Official Signature Date

Submit this affidavit with your statement and receipts.