



Affidavit of Missing P-Card Receipt

Cardholder's Name: _____	PO# _____
Supplier Name: _____	Description: _____
Transaction Date: _____	_____
Transaction Amount: _____	_____
Post Date: _____	_____

I, _____, declare that the listed transaction is for items purchased via my University issued Procurement Card (P-Card) for my department's needs. All items purchased are property of the University of California, Merced and not for any personal use. All efforts to obtain a receipt from the supplier have been exhausted without success. I attest to my awareness of the UC's P-Card policies and agree to abide by them. Furthermore, I understand that future lost receipts may result in the suspension of my P-Card.

Cardholder Printed Name	Cardholder Signature	Date
Supervisor Printed Name	Supervisor Signature	Date
P-Card Manager Printed Name	P-Card Manager Signature	Date

If you have any questions regarding this transaction and the missing receipt please contact:
 Procurement Card Administrator
pcard@ucmerced.edu