



# Affidavit of Missing PCard 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 (PCard) 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 PCard policies and agree to abide by them. Furthermore, I understand that future lost receipts may result in the suspension of my PCard.

|                            |                         |       |
|----------------------------|-------------------------|-------|
| _____                      | _____                   | _____ |
| Cardholder Printed Name    | Cardholder Signature    | Date  |
| _____                      | _____                   | _____ |
| Supervisor Printed Name    | Supervisor Signature    | Date  |
| _____                      | _____                   | _____ |
| PCard Manager Printed Name | PCard Manager Signature | Date  |

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