EMORY UNIVERSITY

Missing Receipt Affidavit
for JP Morgan Chase Visa Purchasing Card Transaction

This form is only to be used for a single missing receipt and must be attached by the Cardholder to the transaction. This form is valid only when **all required** signatures are obtained. If the dollar amount of the transaction exceeds $25, the Cardholder must obtain a signature from the Chief Business Officer. If three (3) or more affidavits are received within a 30-day period, the Cardholder's account will be suspended and may be subject to audit. Reoccurring monthly charges do not require a receipt or an affidavit.

Cardholder Name: _____ Last 6 Digits of P-Card: _____

Date of Purchase: _____ Amount of Transaction:_____

Merchant Name: _____

Item(s) Purchased: _____

_____

_____

Business Purpose of Transaction: _____

_____

_____

_____	_____
Cardholder Name (Printed)	Cardholder Signature Date
_____	_____
Transaction Approver Name (Printed)	Transaction Approver Signature Date

If dollar amount exceeds $25:

_____	_____
Chief Business Officer Name (Printed)	Chief Business Officer Signature Date

Please send this affidavit to pcards@emory.edu for review. The Credit Card Program Administrator will return the final signed affidavit via email within 48 hours.

_____	_____
CC Program Administrator Name (Printed)	CC Program Administrator Date