



THE UNIVERSITY OF ALABAMA-HUNTSVILLE PROCUREMENT CARD MISSING RECEIPT AFFIDAVIT

CARDHOLDER: _____ Procurement Card# (last four digits): _____

Department: _____ Campus Location: _____

TXN number: _____ Date: _____

Vendor: _____ Total Amount: _____

Items Purchased: (With cost)	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Detailed explanation for missing documentation:

I certify that the amounts shown above were expended for University of Alabama-Huntsville business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Cardholder Signature: _____ Date

Department Administrator/Chairman _____ Date