



THE UNIVERSITY OF ALABAMA-HUNTSVILLE PROCUREMENT CARD MISSING RECEIPT AFFIDAVIT

Cardholder: _____ Procurement Card Number (last four digits): _____

Department: _____ Campus Location: _____

TXN Number: _____ Date: _____

Vendor: _____ Total Amount: _____

Items Purchased	Cost

Detailed explanation for missing documentation.

--

I certify that the amounts shown above were expended for University of Alabama in 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: _____

Dept. Administrator/Chairman Signature: _____ Date: _____