



## 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: \_\_\_\_\_