

MARY BALDWIN COLLEGE
Missing Receipt Affidavit

Receipt Information

Transaction Date: _____

Statement Date: _____

Vendor Name: _____

\$ Amount _____

Account Number to Debit: _____

Detail of Expense: _____

Reason for not having receipt _____

CLAIMANT CERTIFICATION

Date: _____

I, _____, (title) _____

Of Department _____ certify that the foregoing

VISA transactions receipt is not available or obtainable. The

information is true and accurate, and the amount shown is legally

due. In addition, I certify that the claimed expenses were expended

for Mary Baldwin College business purposes.

Cardholder Signature: _____

Printed Name _____

Supervisor's Signature: _____ Date: _____