

UNIVERSITY OF SCIENCE & ARTS OF OKLAHOMA (USAO) PROCUREMENT CARD (PCARD) – LOST / MISSING RECEIPT AFFIDAVIT

Use this form **only** when an original, itemized receipt is lost or unavailable and a duplicate cannot be obtained from the merchant. The completed, signed affidavit must be **attached in the PCard system** to the corresponding transaction by the reconciliation deadline. Repeated use may result in suspension or revocation of PCard privileges.

Cardholder Name		Employee ID	
Department/Unit		Phone	
Supervisor Name		Email	
Transaction Date		Posting Date	
Vendor Name		Vendor City/State	
Transaction Amount		Last 4 of Card	

Business Purpose (who/what/why)	
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Fund		Dept/Program		Account/Object	
Project/Grant (if applicable)					

Reason Receipt Is Unavailable (check one and explain below)

☐	Lost/misplaced	☐	Vendor could not provide duplicate	☐	Not itemized/illegible	☐	Other (describe)
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Explanation (required): Describe how/why the receipt was lost and steps taken to obtain a duplicate.

Cardholder Certification: I certify that the information provided is true and accurate; the purchase was for legitimate university business; no personal benefit was received; and the original receipt is lost or unavailable and a duplicate could not be obtained from the merchant. I understand that repeated use of this affidavit or misrepresentation may result in disciplinary action and suspension/revocation of PCard privileges. If sponsored funds are charged, I further certify that the expense complies with sponsor and university requirements.

Cardholder Signature		Date	
Supervisor Signature (required)		Date	

Attach this affidavit in the USAO PCard website (Works) as the receipt for the corresponding transaction. Retain a copy with monthly reconciliation records.