Missing Receipt Affidavit

____ Purchasing Card       ____ Travel Card

I __________________________ have either not received or have misplaced the itemized receipt totaling $____________________. This expense was incurred on behalf of the University of Miami (UM).

Below is the itemization for each item that was purchased.

This form is submitted in lieu of the original receipt for US Bank statement dated __ / __ / ___

Reference Number: __________________________ Transaction Date: __ / __ / ___
(from US Bank monthly statement)

Vendor: ____________________________________________________________

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<th>Detail of Expense</th>
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UM Business Purpose

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Cardholder's Signature __________________________ Date __ / __ / ___

Supervisor's Signature __________________________ Date __ / __ / ___

Supervisor's Printed Name __________________________

Printed Name of PI/Department Head __________________________

2022 M.R.