



**Savannah State University
Lost Receipt/Invoice Affidavit**

Cardholder Name (Please Print): _____

Department: _____

I certify that I made the purchase shown below for official business but do not have a receipt because (check all that apply):

- Supplier/merchant did not provide a detailed receipt
- I have requested an invoice, but the vendor has not provided it
- I had a receipt but cannot locate it
- I have a receipt but it is not readable and this document is provided in order to describe the items purchased
- Order was placed via telephone, fax, or internet and vendor has not supplied a receipt/invoice

All information must be typed, or printed in ink. All information is required. Use one affidavit per lost receipt.

Supplier/Merchant Name	
City	
Date of Purchase	

Quantity	Detailed Description (attached additional sheet if necessary)	Unit Price	Total Price

Sales Tax Paid: No Yes

This document will be used in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for State of Georgia business. I also understand that habitual use of this form instead of submitting actual receipts or invoices will result in suspension or termination of purchasing card privileges.

Cardholder Signature: _____ Date: _____

Supervisory Signature: _____ Date: _____