

For technical or accessibility assistance, form questions, contact: [ctecard@ucsc.edu](mailto:ctecard@ucsc.edu)

### Section 1: Affidavit (Required)

Include the supplier name, item description, item cost, total transaction cost, date of purchase, shipping and handling costs (if applicable) and sales tax charged.

I, \_\_\_\_\_ either did not receive or have misplaced a receipt totaling

\$ \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

Statement Date: \_\_\_\_\_

Tax charged? Yes      No

This affidavit is submitted in lieu of the original receipt and attests:

- No original receipt for this expense is available, and other proof of payment is enclosed
- The expense was incurred for University business
- The item description and amount of the expense are accurate
- No reimbursement of this expense has been or will be sought or accepted from any other source

Description of Item(s)  
purchased on missing  
receipt

### Section 2: Statement information - Attestation signature and approval

Cardholder signature: (required)

Print name:

Date:

Top Level Approval signature: (required for entertainment)

Print name:

Date:

Senior Officer signature: (required for travel)

Print name:

Date:

### Section 3: Submit information

Attach supporting documentation for purchase to U.S. Bank statement along with other proof of purchase. (i.e. , packing slip,E-Mail confirmation, Internet screen shot)

Submit entire packet to Top Level Approver for entertainment, or Senior Officer for travel.

Submit approved packet to campus mailstop: Accounting Office - Attn: FAST/AP,FAX to 459-1723

OR

Email to: [ctecard@ucsc.edu](mailto:ctecard@ucsc.edu)