

# UCSC Pro-Card Lost / Missing Receipt

**Important:** For full functionality, it may be necessary to download a copy of this form to your computer and open it with Adobe Reader or Acrobat Professional. To save a completed form, you may need Acrobat Professional. For technical and accessibility assistance, contact [finaff-tech@ucsc.edu](mailto:finaff-tech@ucsc.edu), for form questions, [procard@ucsc.edu](mailto:procard@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:

Supervisor / Reviewer signature: (required)

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 supervisor.

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