

## CARD PROGRAM

### LOST/MISSING ITEMIZED RECEIPT FORM

**IMPORTANT-PLEASE COMPLETE THE FORM AND SAVE IT AS A "PRINT PDF". IF NOT SAVED THIS WAY, THE DOCUMENT WILL BE BLANK WHEN ATTACHED IN WORKS.**

**TO SAVE A DOCUMENT AS A PRINT PDF, ONCE COMPLETED SELECT "PRINT" AND THEN CHOOSE "SAVE AS PDF" AS YOUR PRINTER. THEN SELECT SAVE AND SAVE IT TO YOUR COMPUTER. IT WILL THEN BE AVAILABLE FOR ATTACHING IN WORKS WITH ALL OF YOUR DATA VISIBLE.**

I, \_\_\_\_\_, have either misplaced or not received an itemized receipt for the credit card transaction number CRD \_\_\_\_\_ totaling \$ \_\_\_\_\_ that was charged on my Union College credit card.

This affidavit is submitted in lieu of an original itemized receipt and attests that:

- ❖ No original itemized receipt for this expense is available after making attempts to acquire one.
- ❖ The expense was incurred on behalf of Union College business.
- ❖ The item and amount of the expense are accurate.
- ❖ No reimbursement of this expense has been or will be sought or accepted from any other source.
- ❖ I understand that the Card Program office may contact the Vendor to attempt to obtain an itemized receipt on my behalf.

Vendor Name \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Item Description \_\_\_\_\_

\_\_\_\_\_

Use ID # as Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*ATTACH THIS AFFIDAVIT TO YOUR CREDIT CARD TRANSACTION IN WORKS AS A REPLACEMENT  
SCANNED RECEIPT. REMEMBER TO SAVE THIS DOCUMENT AS A "PRINT" PDF.**