

Birmingham-Southern College  
Missing Receipt Affidavit

I, \_\_\_\_\_, have either not received or have misplaced the itemized receipt totaling \$\_\_\_\_\_. This expense was incurred on behalf of Birmingham-Southern College. Below is the itemization for each item that was purchased.

This form is submitted in lieu of the original receipt for ServisFirst Purchasing Card statement dated \_\_\_\_\_.  
(Attach this document to the monthly statement with all other receipts)

Expense Details: 1) Vendor 2) Date 3) Business Purpose			Amount	Gen. Ledger Distribution

I certify that the amounts shown above were expended for BSC business purposes. In addition, I certify that the claimed expenses comply with the conditions of the Purchasing Card policies and procedures.

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Supervisor

\_\_\_\_\_  
Purchasing Department Review Signature

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