

University of Notre Dame

Procard Missing Receipt Affidavit

This form is used to provide a detailed description of items purchased with the Notre Dame Procurement Card when no receipt is available.

The completed form should be scanned and attached as a receipt to the transaction in Concur.
A separate form is required for each transaction missing a receipt. If the exact amount of an individual item is not available, please provide a reasonable cost estimate for that item.

This form is to be used ONLY for Procard transactions
--

Cardholder Name _____

Merchant Name _____

Transaction Date _____ Purchase Total Amount _____

Item Description

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature

Date