

University of Notre Dame
Shamrock Card Missing Receipt Affidavit

This form is used to provide a detailed description of items purchased with the Notre Dame Shamrock 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 Shamrock Card transactions

Cardholder Name _____

Merchant Name _____

Transaction Date _____ **Purchase Total Amount** _____

Item Description	Amount
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[illegible]

Signature

Date