



BUSINESS EXPENSE CARD MISSING RECEIPT AFFIDAVIT

NOTICE: Itemized receipts for each BE Card transaction are **required**. Attempts to acquire a duplicate receipt for one that is missing must be exhausted prior to using this affidavit. **Repeated use of this method will subject the Cardholder to loss of privileges. It must be signed by the cardholder and the cardholder's immediate supervisor and submitted with the card settlement.**

CARDHOLDER: _____ LAST FOUR DIGITS OF CARD NUMBER: _____

Department: _____ Campus Location: _____

Transaction number: _____ Transaction Date: _____

Merchant: _____ Total Amount: _____

Items Purchased: _____
(With cost) _____

Business Purpose of Transaction: _____

Detailed explanation why receipt is missing: _____

I certify that the amounts shown above were expended for University of South Carolina business purposes. I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of using my Business Expense Card.

Cardholder Signature

Date

Immediate Supervisor

Date