



Only complete this form in the limited instances when you either have lost the receipt for your procurement card (pcard) purchase or never received a receipt and were unable to obtain a copy from the vendor.

To submit this form in place of the original receipt:

1. Complete the fields below.
2. Save this form to your desktop.
3. Attach this document as the receipt when you complete the [PCard Purchase Documentation Submission](#) form.

### Policy Requirements

University Policy requires an original receipt for pcard transactions when:

- The transaction is charged or transferred to a sponsored award (fund CG).
- The transaction is charged or transferred to any federal appropriation (sub-fund APFEDL).
- The transaction charged to other fund types is greater than \$75.

Your unit policy may be more restrictive.

### Receipt Information

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

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

Total Purchase \_\_\_\_\_

Description of each item purchased, including price per item, if known:

**Note:** The item description is separate from the business purpose, which you must provide in the PCard Purchase Documentation Submission form.

### Attestation

I acknowledge that this charge to my procurement card is a legitimate university expense made for the benefit of Cornell University and is an allowable expense as defined by University Policy 3.25 Procurement of Goods and Services. I further certify that one or more related receipts applicable to this expense are no longer available or obtainable. I understand that I may not complete a Missing Receipt Affidavit on a routine basis and that overuse of this form may revoke my privilege of providing an affidavit in place of an original receipt in the future.

Name \_\_\_\_\_

NetID \_\_\_\_\_