



**AFFIDAVIT
LOST OR NON-ITEMIZED RECEIPT FOR P-CARD TRANSACTIONS**

(For non-itemized receipts, cardholder must attach the receipt obtained from the merchant)

After a purchase transaction, whether in person or online is completed, the cardholder shall retain the **itemized** receipt for each transaction. The receipt should have a clear description of the item being purchased, cost of the item, merchant name, merchant address, merchant phone number, method of payment (usually has the last 4 of the P-card number), and net zero amount owed. Packing slips, quotes, itineraries, and confirmation notices are not considered valid receipts. Photographed images of the original receipts are acceptable. If the cardholder loses a receipt, a duplicate copy should be obtained from the merchant, before completing this form. **This form should only be used when absolutely necessary. Overuse of this Form may result in the issuance of an infraction or revocation of the P-card.**

Check One: Lost Receipt Non-Itemized Receipt

I certify that the following item(s) were ordered from the following vendor specified below:

Vendor Name:	Date of Purchase:
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Quantity	Description of item(s):	Amount

Use additional sheet(s) if necessary.

Sub-Total	
Taxes	
Shipping/Handling	
Grand Total	

I request that this affidavit be accepted as a substitute for the itemized receipt as required by California State University regulations. I certify that no alcohol, drugs or other unallowable items were purchased.

Cardholder Name	Approver Name
Signature	Signature
Date	Date