



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

## Lost/Missing Receipt Purchase Affidavit

On \_\_\_\_\_ [*Date*], \_\_\_\_\_ [*Item(s) purchased*] was purchased for \$\_\_\_\_\_ on the Voyager Fleet Card with \_\_\_\_\_ [*Vendor*], and I am unable to provide the receipt. I certify that although a receipt was not turned in for the reconciliation packet, the purchase was valid for vehicle \_\_\_\_\_ [*License Plate*].

Reason(s) for not retaining original receipt/invoice for this order:

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What steps have been or will be taken to avoid a recurring situation?

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**Cardholder**

**Approver**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name