



The Southern Baptist  
Theological Seminary

## Missing Document Affidavit

**P-Card Information**

Cardholder \_\_\_\_\_

Card Administrator \_\_\_\_\_

Account Number \_\_\_\_\_

**Purchase**

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

Vendor \_\_\_\_\_

Cost \_\_\_\_\_

Item Description \_\_\_\_\_

**Detailed Explanation of Missing Documentation**

I acknowledge that an original receipt for the following item was unavailable or lost. Please accept this document in lieu of a receipt. No other form of reimbursement will be requested for this item.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

The above employee has stated that the above facts are true and correct to the best of his/her knowledge. Employee further understands that repeated incidents of missing supporting documentation for P-Card transactions may be grounds for suspension and/or revocation of the P-Card.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

NOTE: This affidavit should be filed with the P-Card log as support for the transaction.