

## Kennesaw State University Lost Receipt/Invoice Affidavit

Cash      Check      Credit Card      **KSU Purchasing Card**

I certify that I made the purchase shown below for official business but do not have a receipt because (check all that apply):

Vendor did not provide a detailed receipt

I have requested an invoice, but the vendor has not provided it

I had a receipt but cannot locate it

I have a receipt, but it is not readable, and this document is provided in order to describe the items purchased

Order was placed via telephone, fax, or internet and vendor has not supplied an invoice

All information must be typed, completed online, or printed in ink. All information is required. Use one affidavit per lost receipt.

Tax Paid:

Yes

No

*Total Purchase Amount*