Cooperative Extension County Funds
Missing Receipt Affidavit

I __________________________, have either not received or have misplaced a receipt totaling $______________. This document will be used in lieu of an invoice or receipt for this transaction.

Vendor: _______________________________________ Amount: $_____________

Date of Purchase: ______________ Check Number: ___________________

Item(s) Purchased:
(Include description, quantity and unit price, and business purpose for each item)
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

What attempts have been made to request a duplicate receipt from the vendor?
(Include names, dates, phone numbers, or emails used in requesting documentation from the vendor.)
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

I certify that the amounts shown above (and on the attached, if applicable) were purchased and received for University of Georgia purposes. I understand that habitual use of this form* instead of submitting actual receipts or invoices will result in suspension or termination of purchasing privileges.

____________________________ ___________________________
(Signature/Date) (Printed Name)

____________________________ _________________________________
CEC (Signature/Date) (Printed Name)

*Habitual use is defined as more than three (3) times in one fiscal year and must be reported to the District Extension Director.