



Procurement Card Missing Document Affidavit

Rhode Island School of Design policies and procedures require all receipts relevant to the purchase to be retained along with the cardholder statement. If a receipt is not available, please attach this affidavit and retain for audit purposes.

Please fill out the information below and attach to the corresponding monthly statement.

Cardholder Name: _____

Department: _____

Transaction Date: _____

Merchant Name: _____

Purchase Amount: _____

Reason:

(Check all that apply)

- Invoice/receipt lost
- Invoice/receipt not received
- Packing slip lost
- Packing slip not received

If no itemized documentation exists, please provide a brief description of the items purchased: