



Great Falls College MSU
Missing Receipt Affidavit
(For use with Purchasing Card or Travel Voucher transactions)

I, _____, have either misplaced or did not receive a receipt totaling \$ _____. This expense was incurred on behalf of Great Falls College MSU.

Reason for missing receipt _____

Date expense incurred _____

**Detail of Expense
(Type or print in the box.)**

I certify that the detail and amount shown above was expended for Great Falls College MSU business purposes. If charged to a grant or contract, I certify the claimed expenses comply with the conditions of the grant or contract.

Cardholder/Traveler Signature

Date

Supervisor Signature

Date