

**UNIVERSITY OF THE VIRGIN ISLANDS
PURCHASING DEPARTMENT
PROCUREMENT CARD LOST RECEIPT/INVOICE AFFIDAVIT**

Please retain this form with the relevant JP Morgan Chase Procurement Card Statement in case of an audit.

Name (please print): _____

I certify that I made the purchase shown below for the University of the Virgin Islands 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 (ie, not in English and/or not legible). 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.

Vendor Name ¹		
City		
Date of Purchase		
Detailed Description of Purchase (attach an additional sheet if necessary)		Item Amount
Total Purchase Amount		

<p>This document is in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for University of the Virgin Islands business.</p>	
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Supervisor Name (print): _____	

¹ All information is required and must be typed or printed in ink. **(Use one affidavit per receipt.)**