



Mississippi University for Women
Procurement Card

Missing Document Affidavit

Cardholder Name: _____ Account Number: _____

Item Description: _____

Item Cost: _____

Date of Purchase: _____

Vendor: _____

Detailed explanation of missing document

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to their best knowledge:

Signature of Employee

date

This date personally appeared before me, the undersigned authority, in and for _____ County, State of Mississippi, the above named employee, who, being first duly sworn, state on their oath that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this, the _____ day of _____ 20_____

Signature Notary Public

NOTE: This affidavit shall be attached to the cardholder's statement and filed with the approving official.