MISSISSIPPI UNIVERSITY FOR WOMEN
PROCUREMENT CARD
MISSING DOCUMENT AFFIDAVIT

Cardholder: _____ Account Number: _____

_____ _____

Signature of Supervising Executive Committee Member Date

Item Description	Date of Purchase	Vendor	Cost

Detailed explanation of missing documentation:

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge.

_____ _____

Signature of Cardholder 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, sate on his/her oath that the above facts are true and correct tot he best of his/her knowledge.

GIVEN UNDER MY HAND ANDOFFICIAL SEAL, this _____ day of _____ 20 __ .

_____

Notary Public

NOTE: This affidavit shall be attached to the Cardholder's statement and forwarded to the Office of Resources Management.