



**Public Employees Federation  
Missing Receipt Affidavit**



Date of Purchase: \_\_\_\_\_

Division # \_\_\_\_\_

Vendor: \_\_\_\_\_

Amount: \_\_\_\_\_

Description of Expense (including business purpose): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, made the above purchase. The original receipt has been lost. I acknowledge that the detail and amount shown above is a legitimate PEF business expense and is in compliance with PEF Policies. I will also make reasonable attempts to secure/obtain a receipt and to replace the affidavit.

\_\_\_\_\_  
(Signature - Purchaser)

\_\_\_\_\_  
(Date)