



**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 - Cardholder)

(Date)

(Signature - Reviewer)

(Date)