



**Program Card**  
**LOST RECEIPT AFFIDAVIT**  
 SOU Department of Athletics

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Last 4 Digits PCard #

Custodian Name \_\_\_\_\_

Vendor Name \_\_\_\_\_ \$ \_\_\_\_\_ Date of Purchase \_\_\_\_\_

**ITEM(S) PURCHASED**

Please give a detailed description of goods purchased

If purchase was TRAVEL related please list: \_\_\_\_\_  
Destination Departure Date

Description:


I certify that the above purchase(s) are in accordance with the current OUS/SOU purchasing policies

\_\_\_\_\_  
 Custodian Signature

A one-time lost or missing receipt is acceptable, if the purchase is documented and verified in writing. Multiple lost or missing receipts is a more serious condition that **REQUIRES** our office to temporarily suspend use of a card for a period of one business week. The custodian of the card will be notified when the suspension is lifted. If a lost or missing receipt is a reoccurring issue, per the discretion of the Program Administrator a card may be permanently cancelled.