University of Maryland Center for Environmental Science
Travel Card Missing Receipt Affidavit

Receipt Information

Transaction Date:
Vendor Name:
Vendor Contact Information:

Amount Paid:
Detail of Expense:

Item Description	Amount

Statement of Attempt to Obtain Duplicate Receipt:

CLAIMANT CERTIFICATION

I, the undersigned cardholder, have either not received, or have misplaced, a receipt for the above stated transaction. I certify that this expense was incurred on behalf of the UMCES for business purposes, and that the claimed expense was made in accordance with applicable laws and regulations, including, but not limited to, sponsored project terms and conditions. Also, as UMCES purchasing and travel card services are provided by UMCP, your certification applies also to the UMCP Policy and Procedures for Delegated Purchasing Authority, Policy VIII-3.10 (B), revised 5/00, the State of Maryland Corporate Purchasing Card Program Policy and Procedures, the UM Purchasing Card User's Guide, and the UM Purchasing Card Policies and Procedures. Further, I certify that this purchase contained no alcohol of any kind. In addition, I have attempted to obtain a duplicate receipt, but was unable to due to the above circumstances. I understand that my privileges to use a purchasing or travel card may be revoked if this affidavit is used more than twice within any 12-month period.

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Claimant Certification: Cardholder Signature Reviewed by: Laboratory Director Signature

_____ _____

Printed Name Date Printed Name Date

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Comptroller's Office Approval:

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Comptroller Signature or Designee Printed Name Date

04/12