

Museums Connect: Building Global Communities

Missing Receipt/Invoice Affidavit

Please retain this form with Museums Connect financial records in case of an audit.

Name

(please print): _____

I certify that I made the purchase shown below [for Museums Connect purposes] but do not have a receipt because (check all that apply):

<input type="checkbox"/>	Vendor did not provide a detailed receipt.
<input type="checkbox"/>	I have requested an invoice, but the vendor has not provided it.
<input type="checkbox"/>	I had a receipt but cannot locate it.
<input type="checkbox"/>	I have a receipt, but it is not readable (ie, not in English and/or not legible). This document is provided in order to describe the items purchased.
<input type="checkbox"/>	Order was placed via telephone, fax, or Internet, and vendor has not supplied an invoice.

Vendor Name ¹	_____	
City	_____	
Date of Purchase	_____	
Detailed Description of Purchase (limited to 60 characters per line; attach an additional sheet if necessary)	Item Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total Purchase Amount		_____

This document is in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for Museums Connect business.

Employee Signature: _____ Date: _____

Supervisory Signature²: _____ Date: _____

Supervisory Name (print): _____

Witness Signature: _____ Date: _____

Witness Name (print): _____

¹ All information is required and must be typed or printed in ink. Use one affidavit per receipt.

² Please use Supervisor/Witness sections in accordance with your institution's financial regulations.