

# 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):

	Vendor did not provide a detailed receipt.
	I have requested an invoice, but the vendor has not provided it.
	I had a receipt but cannot locate it.
	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.
	Order was placed via telephone, fax, or Internet, and vendor has not supplied an invoice.

Vendor Name <sup>1</sup>		
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 Signature<sup>2</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisory Name (print): \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name (print): \_\_\_\_\_

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

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