PROCUREMENT CARD
MISSING DOCUMENT AFFIDAVIT

Cardholder: _________________________ Account Number: _________________________

Signature of Department Supervisor: __________________________________________

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Date of Purchase</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
</table>

Detailed explanation of missing documentation:

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge:

DATE: _____________;

SIGNATURE OF EMPLOYEE: _____________________________________

This Date Personally Appeared Before Me, the undersigned authority, in and for ______________ County, State of Mississippi, the above named employee, who, being first duly sworn, state on his/her oath that the above facts are true and correct to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the ____day of _____20____

_________________________________
Notary Public

NOTE: This affidavit shall be attached to the cardholder’s statement and filed with the Approving Official.