

**PROCUREMENT CARD
MISSING DOCUMENT AFFIDAVIT**

Cardholder: _____ Account Number: _____

Signature of Department Supervisor: _____

Item Description	Date of Purchase	Vendor	Cost
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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.