



STATE OF MISSOURI
OFFICE OF ADMINISTRATION - DIVISION OF ACCOUNTING
AFFIDAVIT FOR PURCHASING CARD EXPENSES

I, _____ (print name), do solemnly swear that I incurred the following expenses which were incurred on behalf of the State of Missouri and that I am unable to produce, obtain or retain a bona fide receipt for the following:

Date	Amount of expense	Purpose of Expense	Where purchased	Reason for no receipt

I hereby understand that if the expenses claimed above were not actually incurred on behalf of the State of Missouri that this may cause revocation of my card, disciplinary action, and/or repayment of the amount attributable to improper use using personal funds.

(Signed by Cardholder)

(Dated)

(Print name and phone number)