



Great Falls College MSU  
Missing Receipt Affidavit  
(For use with Requisition Orders only)

I, \_\_\_\_\_, have either misplaced or did not receive a receipt totaling \$ \_\_\_\_\_. This expense was incurred on behalf of Great Falls College MSU.

Reason for missing receipt \_\_\_\_\_

Date expense incurred \_\_\_\_\_

Detail of  
Expense  
(Type or  
Print in  
Box)

I certify that the detail and amount shown above was expended for Great Falls College MSU business purposes. If charged to a grant or contract, I certify the claimed expenses comply with the conditions of the grant or contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\*For P-card transactions and travel expenses, please use Chrome River processes