



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