

ATTESTATION FORM

(for PCard Receipts)

Purpose

This form is to be used when an individual certifies that a receipt or other original documentation was lost or accidentally destroyed.

Note: York University generally requires that original receipts are submitted with the Cardholder Activity Statement. In rare circumstances, the original receipt may be lost or accidentally destroyed. In this case, the cardholder should request a copy of the original receipt from the merchant. In such cases where the merchant is unable to provide a copy, this attestation form must be completed and signed by the cardholder and transaction approver. For cardholders who repetitively submit attestations in lieu of collecting receipts, may result in PCard cancellation or disciplinary action.

Declaration

I _____ hereby declare that the original document described as

was lost or accidentally destroyed.

Signed:

Claimant's Name (Print)

Approver's Name (Print)

Claimant's Signature

Approver's Signature

Retention: This form is to be attached to the administrative (audit) copy of the Cardholder Activity Statement/Report.