

**MISSISSIPPI STATE UNIVERSITY  
PROCUREMENT CARD  
MISSING DOCUMENT AFFIDAVIT**

CARDHOLDER: \_\_\_\_\_, ACCOUNT NUMBER: \_\_\_\_\_

Signature of Department Supervisor: \_\_\_\_\_

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Item Description	Date of Purchase	VENDOR	Cost
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Detailed explanation of missing documentation:

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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.