



The Southern Baptist  
Theological Seminary

## Missing Receipt Affidavit

**Purchase**

Date \_\_\_\_\_

Vendor \_\_\_\_\_

Cost \_\_\_\_\_

Item Description \_\_\_\_\_

**Detailed Explanation of Missing Documentation**

I acknowledge that an original receipt for the following item was unavailable or lost. Please accept this document in lieu of a receipt. No other form of reimbursement will be requested for this item.

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

\_\_\_\_\_  
Date