



Missing Receipt Affidavit

This document should be used when a receipt for a legitimate MIT business expense is missing and it is not possible to obtain a duplicate receipt from the supplier.

Please provide the following information and digitally sign below. Submit the affidavit by uploading it as an attachment in the Procurement Card Inbox, eRFP, or Concur.

Date of Expense

Supplier

Amount

City

With my digital signature below, I certify that I do not have a receipt and this transaction is a valid business transaction that conforms to MIT's policy. I acknowledge that these expenses must be classified with the non-recoverable expense type and may not be charged to a sponsored account.

For assistance, please contact:

Procurement Card - procard@mit.edu / 617-253-8360

Travel/Concur - travelsupport@mit.edu / 617-253-8366

eRFP - accounts-payable@mit.edu / 617-253-2750