

STATE OF OHIO

PCARD PURCHASE AFFIDAVIT

On, _____ , _____ was purchased for \$ _____ (must be less
(DATE) (ITEM PURCHASED)

than \$300) using the Pcard and I cannot provide the receipt.

I certify that although a receipt was not turned in for the transaction, the purchase described above was a valid purchase on the Pcard for _____ (Cardholder Name).

_____ (Printed name of employee completing purchase)

_____ (Signature of employee completing purchase)

_____ (Date)

_____ (Agency)

_____ (Printed name of supervisor)

_____ (Signature of supervisor)

_____ (Date)