

**OKLAHOMA BAPTIST UNIVERSITY
MISSING RECEIPT AFFIDAVIT**

I, _____, have either not received, or have misplaced a receipt totaling _____. This expense was incurred on behalf of Oklahoma Baptist University.

Date expense incurred _____

Reason for missing receipt _____

Detail of expense _____

I certify that the detail and amount shown above was expended for Oklahoma Baptist University business purposes.

Employee signature

Date

Budget Director signature

Date