

JP Morgan
BANK CARD MISSING
DOCUMENT AFFIDAVIT

Cardholder: _____ Account Number: _____

Signature of Department Supervisor: _____

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

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: _____

NOTE: This affidavit shall be attached to the cardholder's statement and filed with the Approving Official.