



## P-CARD - PERSONAL PURCHASE AFFIDAVIT

### Instructions

Personal purchases are always prohibited on the P-Card. In the event a personal purchase has been made on an Individual's P-Card, this form is required. Complete all information requested on this form and attach either a Return Credit Receipt from the Merchant **or** the CSN Cashier's Receipt or indicating repayment of the full purchase amount has been received.

Please Print or Type

Cardholder Name		Last 4 Digits of P-Card	
Merchant Name		Transaction Date	
Receipt/Invoice #		Total Cost	
Description of Expense:			
Provide an explanation of why the P-Card was used for personal purchase:			

Cardholder Certification, I hereby certify the following: I understand that the P-Card is only to be used for College business purposes and will make every effort to avoid personal purchases on the P-Card. I understand that I must make full restitution to the College if a return credit has not been completed already. I will not seek reimbursement in any other manner for this transaction. I acknowledge that repeated violations of this type of restricted transaction could result in revocation of P-Card privileges.

\_\_\_\_\_  
 Cardholder Signature Date

**APPROVED BY:**

\_\_\_\_\_  
 Supervisor's Signature Date

\_\_\_\_\_  
 Printed Name