



**PEARL RIVER  
COMMUNITY COLLEGE  
MISSING DOCUMENT AFFIDAVIT**

\_\_\_\_\_  
Employee: \_\_\_\_\_

Budget/Department: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

| Date of Purchase                               | Vendor | Cost |
|--|--------|------|
| Transaction Description                        |        |      |
| 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: \_\_\_\_\_;

EMPLOYEE SIGNATURE: \_\_\_\_\_

This Date Personally Appeared Before Me, the undersigned authority, in and for \_\_\_\_\_ County, State of Mississippi, the above named employee, who, being first duly sworn, state on his/her oath that the above facts are true and correct to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

NOTE: This affidavit shall be attached to the statement and filed with the Business Office.