

CITY OF NORTH MIAMI BEACH  
PURCHASING CARD POLICIES & PROCEDURES

**Purchasing Card Missing Receipt  
Affidavit**

Cardholder Name: Paule Villard  
Date of Purchase: 03/29/2022  
Vendor Name: Paypal jsmcatering  
Amount of Purchase: \$ 1000.00

Detailed item description and cost reflected on missing document:  
Catering purchase for Unsung Heros Event.

I certify the above-mentioned receipt/invoice is missing. The original receipt/invoice was lost or not obtained. I was unable to obtain it from the provider of goods or services for which payment was made. I certify the expense was incurred in connection with City business and I understand that a Missing Receipt/Invoice Affidavit should be used on rare occasions and may not be used on a routine basis. I certify that the amount shown is the amount I actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source.

Print Name: Paule Villard

Cardholder Signature: Not Available for signature Date: 12/12/2022

Print Name:

Department Director Signature:  Date: 12/14/22

Print Name: Agnew Jean-pierre

Finance Director Signature: A. Jean-pierre Date: 12/14/2022