



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Revised May 2026

Great Falls College MSU Missing Receipt Affidavit

I, _____, have either misplaced or did not receive a receipt totaling \$ _____. This expense was incurred on behalf of Great Falls College MSU.

Reason for missing receipt _____

Date expense incurred _____

Detail of
Expense
(Type or
Print in
Box)

I certify that the detail and amount shown above was expended for Great Falls College MSU business purposes. If charged to a grant or contract, I certify the claimed expenses comply with the conditions of the grant or contract.

Employee Signature

Date

Supervisor Signature

Date

2100 16th Avenue South, Great Falls, MT 59405 | (406) 771-4300 | gfcmsu.edu

Great Falls College MSU provides high quality educational experiences supporting student success and meeting the needs of our community.