



PROCUREMENT CARD
CERTIFICATION OF LOST OR
UNAVAILABLE TRANSACTION DOCUMENTATION

This form is required for any PCard transaction that does NOT have documentation from the merchant.

Warning: Repeated use of this form as substitute documentation could result in revocation of your University credit card.

See instructions on next page.

INFORMATION:

PCARD TRANSACTION ID #

CARDHOLDER NAME

DATE OF PURCHASE

APPROVER NAME

MERCHANT NAME

DEPARTMENT NAME

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED

Table with 5 columns: DESCRIPTION, QUANTITY, PER ITEM COST, TOTAL COST, ACCOUNT NUMBER. Includes three rows of horizontal lines for data entry.

Add additional sheet if necessary.

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:

Three horizontal lines for providing the reason original documentation is not available.

Attach any additional information, correspondence or justification about this transaction.

CARDHOLDER CERTIFICATION SIGNATURE I HEREBY CERTIFY THE FOLLOWING:

All items purchased on this PCard transaction were for University use and no personal purchases were made.
I will not seek reimbursement in any other manner for this transaction.
Original documentation is not in my possession for the reason(s) stated above.
I acknowledge that repeated lack of documentation could result in revocation of my University credit card.

CARDHOLDER SIGNATURE

DATE

APPROVER DETERMINATION, CERTIFICATION SIGNATURE, AND ACTION

Mark the appropriate category below and take the action shown. Instructions for making the determination are on the next page.

- Three categories of PCard violations with corresponding actions: 1. Not a violation, 2. Violation, 3. Violation and suspected fiscal misconduct.

APPROVER SIGNATURE

DATE