



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

DESCRIPTION	QUANTITY	PER ITEM COST	TOTAL COST	ACCOUNT NUMBER
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Add additional sheet if necessary.

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.

_____ This transaction IS NOT considered to be a PCard violation.
ACTION - A copy of this form is to be kept with the Cardholder's PCard statement which lists this transaction.

_____ This transaction IS considered to be a PCard violation.
ACTION - A copy of this form is to be kept with the Cardholder's PCard statement which lists this transaction.
Complete a Violation Warning Form.

_____ This transaction IS considered a PCard violation and suspected fiscal misconduct.
ACTION - A copy of this form is to be kept with the Cardholder's PCard statement which lists this transaction.
Complete a Violation Warning Form.
Report this transaction and situation to Procurement Services. See the Financial Rules and Procedures, Rule 1.8, Reporting Fiscal Misconduct.

APPROVER SIGNATURE

DATE