

**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 credit card.

INFORMATION:

Procurement Card Transaction ID Number

Cardholder Name

Date of Purchase

Approver Name

Merchant Name

Department Name

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:

DESCRIPTION	QUANTITY	TOTAL COST	ACCOUNT NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:

CARDHOLDER CERTIFICATION SIGNATURE:

I HEREBY CERTIFY THE FOLLOWING:

- All items purchased on this PCard transaction were for college 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 college credit card.

CARDHOLDER SIGNATURE

DATE

APPROVER DETERMINATION, CERTIFICATION SIGNATURE, AND ACTION:

Mark the appropriate category below and take the action shown.

_____ This transaction **IS NOT** considered to be a PCard violation.

ACTION: A copy of this form is to be kept with the PCard statement which lists the transaction

_____ This transaction **IS** considered to be a PCard violation

ACTION: Complete a Violation Warning Form, keep a copy of this form with PCard statement which lists the transaction.

_____ This transaction **IS** considered a PCard violation and suspected fiscal misconduct.

ACTION: Complete a Violation Warning Form, keep a copy of this form with PCard statement which lists the transaction. Report this transaction and situation to Vice President for Business Services.

Approver Signature _____

Date _____