



## PROCUREMENT CARD CERTIFICATION OF LOST OR UNAVAILABLE TRANSACTION DOCUMENTATION INSTRUCTIONS

This form is required for any PCARD transaction that is not accompanied by documentation from the merchant.

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

Documentation from the merchant is required for **EVERY** PCARD transaction. Valid source documentation may be:

- 1 A receipt and/or card transaction slip from the merchant.
- 2 An order form for dues, subscriptions, registrations, or similar items.
- 3 An invoice showing credit card payment.
- 4 E-mail confirmation received for an Internet transaction.
- 5 A packing slip from the delivery. (However, a receipt or invoice is best.)

### **CARDHOLDER INSTRUCTIONS:**

If you do not have documentation from the merchant, contact the merchant to provide the documentation. Complete this form whenever you are unable to provide documentation from the merchant for an PCARD transaction.

Fill out all fields through the Cardholder Certification Signature.  
Give the completed and signed form to your Approver.

### **APPROVER DETERMINATION INSTRUCTIONS:**

Determine the **STATUS** for the transaction based on the following guidelines.

- 1 **NO PCARD VIOLATION** - There is no violation if the approving official determines there has been no willful or negligent default on the part of the Cardholder and the charges appear appropriate for University business. Some factors in determining willful or negligent default are:

- ◆ The Cardholder has tried and, through no fault of his/her own, been unable to obtain documentation from the merchant, and the Cardholder is normally responsible and consistent with providing acceptable documentation.

**ACTION:** A copy of this completed form is to be kept with the Cardholder's PCARD statement which lists this transaction.

- 2 **PCARD VIOLATION** - A transaction where the Cardholder has failed to provide documentation for a charge that appears appropriate for University business but the Cardholder is a chronic violator.

- ◆ The status of a chronic violator is determined by the Approver and/or Purchasing. He/She will investigate the number and nature of the Cardholder's violations and their impact on the department and the University. The Approver and/or Purchasing will use sound judgement to arrive at a conclusion.

**ACTION:** A copy of this completed form is to be kept with the Cardholder's PCARD statement which lists this transaction. A violation warning form is to be completed and sent to the Purchasing Department.

- 3 **PCARD VIOLATION AND SUSPECTED FISCAL MISCONDUCT** - A transaction for which the Cardholder has failed to provide documentation from the merchant and the charge does NOT appear to be appropriate for University business.

**ACTION:** A copy of this completed form is to be kept with the Cardholder's PCARD statement which lists this transaction. A violation warning form is to be completed and sent to the Purchasing Department. Suspected fiscal misconduct is to be reported as outlined in the Financial Policy and Procedure Instruction J-3, Reporting of Fiscal Misconduct. This policy statement can be found at <http://www.colostate.edu/Depts/BusFin/FPIMAN/mscndct.htm>