



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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 reasons 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 the Purchasing Department. See FPI J-3.

APPROVER SIGNATURE	DATE
_____	_____