



Unavailable Documentation

Procurement Card Program

Cardholder Information

Cardholder Name: _____ Date Issued: _____

Transaction Information

Transaction Date: _____ Transaction Amount: _____

Merchant Name: _____

Item Description	Quantity	Per Item Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Transaction Total: _____

Cardholder Explanation

Please attach any additional information, correspondence, or justification about this transaction

Cardholder Acknowledgment & Certification of Signature

I certify that all items in this P-Card transaction were made for the School and that no personal purchases were made. I understand that for every transaction a detailed itemized receipt is required to be kept on file for 3 years unless otherwise required for a Sponsored Project. I will keep this form with my other receipts as acknowledgement of the unavailable documentation.

_____ Cardholder Signature

_____ Date

_____ Approving Officials' Signature

_____ Date