



**Unavailable Documentation Form**  
**CERTIFICATION OF UNAVAILABLE PROCUREMENT CARD**  
**TRANSACTION DOCUMENTATION**

**This form is required for any Procurement Card transaction that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation could result in revocation of your Procurement Card privileges. Documentation from the merchant is required for EVERY Procurement Card transaction. Acceptable forms of transaction documentation are:**

- Receipt and card transaction slip from the merchant
- Detailed Packing slip indicating items shipped and amount paid
- Invoice showing credit card payment
- Order form for dues, memberships, subscriptions or similar items
- Detailed Order Confirmation email for internet transactions

**INFORMATION**

Cardholder Name \_\_\_\_\_ Department \_\_\_\_\_  
Merchant Name \_\_\_\_\_ Date of Purchase \_\_\_\_\_

**DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:**

Description	Quantity	Per Item Cost	Total Cost
_____	_____	_____	_____

**REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:**

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Attach any additional information, correspondence or justification about this transaction. If the merchant repeatedly does not provide documentation, notify the University Procurement Card Administrator.

**CARDHOLDER CERTIFICATION SIGNATURE - I hereby certify the following:**

- All items purchased with this procurement card transaction were for University use and no personal purchases were made.
- I will not seek reimbursement in any 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 Procurement Card

**Cardholder's**  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_