

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

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

WARNING: Repeated use of this form (three times or more in a 12 month period) as substitute documentation will result in revocation of your University credit card.

Documentation from the merchant is required for **EVERY** P-CARD 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 INSTRUCTION:

1. If you do not have documentation for the merchant, contact the merchant to provide documentation from the merchant for a P-CARD transaction.
2. Fill out all fields through the Cardholder Certification Signature.
3. Give the completed and signed form to your Approver.

REVIEWER ON UNAVAILABLE TRANSACTION DOCUMENTATION INSTRUCTIONS (INCLUDES APPROVER AND/OR PURCHASING):

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

1. **NO P-CARD VIOLATION** - There is no violation if the Approving Official and Procurement Services (P-CARD Administrator) 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 P-CARD statement, which lists this transaction.

2. **P-CARD 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 Procurement Services (P-CARD Administrator). He/She will investigate the number and nature of the Cardholder's violation and their impact on the department and the University. The Approver and/or Purchasing (P-CARD Administrator) will use sound judgment to arrive at a conclusion.

ACTION: A copy of this completed form is to be kept with the Cardholder's P-CARD statement, which lists this transaction. A violation warning form is to be completed and sent to Procurement Services Department.

3. **P-CARD 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 P-CARD statement, which lists this transaction. A violation warning form is to be completed and sent to the P-CARD Administrator. Suspected fiscal misconduct is to be reported to the as provided in the Financial Policy and Procedures.

**PROCUREMENT CARD
CERTIFICATION OF LOST OR
UNAVAILABLE TRANSACTION DOCUMENTATION**

This form is required for any P-CARD transaction that does NOT have documentation from the merchant.
WARNING: Repeated use of this form (three times or more in a 12 month period) as substitute documentation will result in revocation of your University credit card.

INFORMATION:

P-CARD TRANSACTION ID #	CARDHOLDER NAME
DATE OF PURCHASE	APPROVER NAME
MERCHANT NAME	DEPARTMENT NAME

DESCRIPTION, QUANTITY, COAST OF EACH ITEM PURCHASED

DESCRIPTION	QUANTITY	PER ITEM COST	TOTAL COST

Add additional sheet if necessary

REASON ORGINAL DOCUMENTATION IS NOT AVAILABLE:

Attach any additional information, correspondence or justification about this trans action

CARDHOLDER CERTIFICATION SIGNATURE I HEREBY CERTIFY THE FOLLOWING:

All items purchased on this P-CARD 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
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REVIEWER'S DETERMINATION, CERTIFICATION SIGNATURE, AND ACTION(INCLUDES APPROVER AND/OR PROCURMENT SERVICES)

Mark the appropriate category below and take the action shown. Instruction for making the determination are on the next page

_____ This transaction **IS NOT** considered to be a P-CARD violation.
ACTION- A copy of this form is to be kept with the cardholder's P-CARD statement, which lists this transaction, and a copy to Procurement Services.

_____ This transaction **IS** considered to be a P-CARD violation .
ACTION- A copy of this form is to be kept with the cardholder's P-CARD statement, which lists this transaction Complete a violation warning form, and forward both forms to Procurement Services Office..

_____ This transaction **IS** considered a P-CARD violation and suspected fiscal misconduct.
ACTION- A copy of this form is to be kept with the cardholder's P-CARD statement which lists this transaction. Complete a violation warning form. Report this transaction and situation to the Procurement Services Office, along with A copy of both unavailable documentation forma and violation form.

APPROVER/PURCHASING SIGNATURE	DATE
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