



**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 the next page.

KFS Transaction #

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	Account Number

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 reason(s) stated above. I acknowledge that repeated lack of documentation could result in revocation of my university credit card.

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 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 Procurement Services. See the Financial Rules and Procedures, Rule 1.8, Reporting Fiscal Misconduct.

Approver Signature:

Date: