PROCUREMENT CARD
CERTIFICATION OF LOST OR
UNAVAILABLE TRANSACTION DOCUMENTATION
INSTRUCTIONS

This form is required for any PCard transaction that is not accompanied by documentation from the merchant.
WARNING: Repeated use of this form as substitute documentation could result in revocation of your University
credit card.

Documentation from the merchant is required for EVERY PCard 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 INSTRUCTIONS:

1) If you do not have documentation from the merchant, contact the merchant to provide the documentation.
2) Complete this form whenever you are unable to provide documentation from the merchant for a PCard transaction.
3) Fill out all fields through the Cardholder Certification Signature.
4) Give the completed and signed form to your Approver.

APPROVER DETERMINATION INSTRUCTIONS:

Determine the STATUS for the transaction based on the following guidelines:

1) NO PCARD VIOLATION - There is no violation if the approving official 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 PCard statement which lists
this transaction.

2) PCARD 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. He/She
investigate the number and nature of the Cardholder's violations and their impact on the
Department and the University. The Approver and/or Procurement Services will use sound judgement t
arrive at a conclusion.

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

3) PCARD 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 PCard statement which lists
this transaction. A violation warning form is to be completed and sent to Procurement Services.
Suspected fiscal misconduct is to be reported as outlined in the Financial Rules and and Procedures, Rule 1.8,
Reporting Fiscal Misconduct.

05/2013