Documentation of Lost or Unavailable Transaction Information

This form is required for any procurement card transaction that does not have documentation from the merchant. Frequent occurrences of lost or a lack of documentation may result in the revocation of card privileges.

Documentation from the merchant is required for all transaction. Documentation includes:

- Receipt and card transaction slip from the merchant
- Packing slip from the delivery
- Invoice showing credit card payment
- Order form for dues, membership, subscriptions or similar items Information

Transaction ID # _____ **Date of Purchase** _____

Merchant _____

Description, Quantity, Cost for each Item Purchased

DESCRIPTION	QTY	UNIT COST	TOTAL COST
		GRAND TOTAL	

Attach any additional information, correspondence or justification about this transaction.

Reason Original Documentation Is Not Available

Cardholder Signature _____

Printed Name _____ **Date** _____

PIKES PEAK STATE COLLEGE