

**PROCUREMENT CARD (P-CARD) MISSING SUPPORTING
DOCUMENTATION STATEMENT OF FACTS**

Cardholder/Custodian Name: _____ Net ID: _____

The Last Four Digits of the Card #: _____

Vendor Name: _____

Date of Purchase: _____ Purchase Amount: _____

Description of Item Purchased:

Description of Missing Documentation (receipt, delegated authorization, no approved exception request, etc.).

Vendor Name: _____

Date of Purchase: _____ Purchase Amount: _____

Description of Item Purchased:

Description of Missing Documentation (receipt, delegated authorization, no approved exception request, etc.).

I, the undersigned, certify that attempts were made to contact the vendor to provide a copy of the receipt, if applicable, that the above facts are true and correct to the best of my knowledge, and that the purchase(s) were made for official university business. I further understand that repeated incidents of missing supporting documents for P-Card transactions may result in suspension and/or revocation of P-Card privileges.

Cardholder/Custodian Signature: _____ Date: _____

Account Manager's Printed Name: _____ Net ID: _____

Account Manager's Signature: _____ Date: _____