



AHEC Procurement Card Lost or Unavailable Information

This form is required for any Procurement Card transaction that does NOT have documentation from the merchant.

Documentation may be:

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

INFORMATION

Transaction ID# _____ Cardholder Name _____
 Date of Purchase _____ Approving Official Name _____
 Merchant Name _____ Department Name _____

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:

Description	Quantity	Per Item Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Add additional sheet if necessary.

TOTAL COST: _____

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 P-Card transaction were for the benefit of the Center 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 stated above.
- I acknowledge that repeated lack of documentation may result in revocation of my P-Card privileges.

Cardholder Name: _____ Signature: _____ Date: _____

APPROVING OFFICIAL DETERMINATION, CERTIFICATION SIGNATURE, AND ACTION

I hereby acknowledge lack of documentation from the merchant for this transaction and have made the following determination regarding the violation status of this transaction. **Mark the appropriate category below and take the action shown.**

- This transaction **IS NOT** considered to be a violation.
ACTION → A copy of this completed form is to be kept with the Cardholder's Statement that lists this transaction.
- This transaction **IS** considered to be a violation.
ACTION → Complete a Violation Warning from and return copies of both forms to P-Card Administration.
- This transaction **IS** considered to be a violation and is **suspected fiscal misconduct**. Immediately contact P-Card Administration.
ACTION →

Approving Official Name: _____ Signature: _____ Date: _____