

RED ROCKS COMMUNITY COLLEGE

Procurement Card

Documentation of Lost or Unavailable Transaction Information Form

This form is required for any procurement card transactions that do 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 transactions. Documentation includes:

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

Information:

Transaction Reference # _____ Cardholder: _____

Date of Purchase: _____ Approving Official: _____

Merchant: _____ Department: _____

Description, Quantity, Cost for each Item Purchased

Description	Quantity	Unit Cost	Total Cost

If applicable, attach any additional information, correspondence or justification about this transaction.

Reason original documentation is not available:

Cardholder Certification Signature: I, _____, hereby certify the following:

- All items purchased on this P-Card transaction were for the benefit of the State 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 reasons stated above.
- I acknowledge that repeated lack of documentation may result in revocation of my p-card privileges.

Signature: _____ Date: _____

Approving Official Signature:

I hereby acknowledge lack of documentation from the merchant for this transaction.

Signature: _____ Date: _____

PURCHASING DEPARTMENT COMMENTS:

Signature: _____ Date: _____