AUGSBURG COLLEGE

Procurement Card

Unavailable Documentation Form

Purpose:
Required when a Procurement Card transaction does not have the required receipt/documentation from the merchant. Lack of appropriate documentation for purchases may result in card limitations up to and including revocation.

Documentation from the merchant is required for every Procurement Card transaction.
Transaction documentation may be:

- Receipt and card transaction slip from the merchant;
- Packing slip from the delivery (if the packing slip is the only documentation, it must show either the cost of each item - or the total cost of the order);
- Invoice showing credit card payment; or,
- Order form for dues, memberships, subscriptions, or similar items.

Cardholder/Transaction Information

Cardholder Name		Merchant (Vendor) Name:	
Department:		Date of Purchase:	

Description, Quantity, Cost of Each Item Purchased ***(attach additional sheet if necessary)***

Description	*Quantity*	*Per Item Cost*	*Total Cost*
		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 Procurement Card transaction were for Augsburg College use and no personal purchases were made;**
- **I will not seek reimbursement in any other manner for this transaction;**
- **I have tried to secure a copy of the documentation from the vendor but they were not able to supply a duplicate.**
- **Original documentation is not in my possession for the reasons stated above; and,**
- **I acknowledge that repeated lack of documentation could result in revocation of my Procurement Card.**

Cardholder signature Date

Supervisor signature Date