

**UNIVERSITY OF LOUISIANA AT MONROE  
MISSING RECEIPT - CERTIFICATION OF UNAVAILABLE DOCUMENTATION**

This form should be completed for any Purchasing Card (P-Card) transaction that does NOT have documentation from the merchant. Once completed, upload this form to the appropriate transaction in Works, and attached to the statement that is routed to your approver, and then Purchasing.

Cardholder Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Merchant Name: \_\_\_\_\_ Merchant City & State: \_\_\_\_\_

Transaction Date (mm/dd/yyyy): \_\_\_\_\_ Total Transaction Amount: \$ \_\_\_\_\_ P-Card Last 4: \_\_\_\_\_

**TRANSACTION DETAIL** (attach separate sheet if necessary):

Item #	Item Description	Cost per Item	Quantity	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			<b>TOTAL:</b>	

**REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**P-CARD CARDHOLDER CERTIFICATION:**

I attest the information provided is true and an accurate description of the details of the purchase. I confirm that every attempt to obtain a duplicate receipt by contacting the vendor has been made, but have been unable to do so and also hereby certify the following:

- All items purchased on this P-Card transaction were for University of Louisiana at Monroe ("ULM") use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the ULM in any other manner for this transaction.
- Original documentation is not in Cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation could result in revocation of their P-Card.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**P-CARD APPROVER CERTIFICATION:**

I have accepted the Cardholder's explanation of the loss and inability to obtain a duplicate receipt; therefore, I am authorizing payment of the receipt or invoice in light of the circumstances involved.

P-Card Approver Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_