



UNIVERSITY OF ALASKA SOUTHEAST CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any Procurement Card transaction that does NOT have documentation from the merchant. However, repeated and frequent use of this form as substitute documentation may result in revocation of your Procurement Card.

Cardholder Name	Department Name
Cardholder's Approving Official	
Merchant Name	Transaction Date / /
Transaction Amount: \$	

<u>Description of Items or Service</u> (Add and an additional Sheet if Necessary)	<u>Quantity</u>	<u>Per Item Cost</u>	<u>Total Cost</u>

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

CARDHOLDER HAS MADE THE FOLLOWING ATTEMPT TO OBTAIN RECEIPTS OR DOCUMENTATION

CARDHOLDER CERTIFICATION SIGNATURE

I hereby certify the following:

- All items purchased on this procurement card transaction were for University use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University 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 Procurement Card.

UAS Cardholder Name: _____

Signature: _____ **Date:** / / _____