Purchasing Card Documentation Form

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This form may be used to document phone orders or when a receipt cannot be produced, or for the inadvertent use of PCard for a restricted personal purchase. This signed form must be retained with the PCard statement according to records retention policy. NOTE: Repeated use of this form in place of a missing receipt or misuse of PCard may result in temporary suspension of your Purchasing Card and/or audit finding.

- **Complete Sections 1-10 for a phone order, or a missing receipt. Sign section 11.**
- **Complete Sections 1-10 for a Personal Purchase/Misuse of PCard. Sign section 12.**
- **Please have the Budget Authority sign in Section 13. If Budget Authority is the card holder, please have Supervisor sign in Section 13 instead.**

[1] Cardholder Name:	[2] Last 4 digits of Card:	[3] Index Tied To Card:
[4] Vendor:	[5] Date of Purchase:	[6] Purchase Amount:

[7] Reason for use of this form: [Check One]

Missing Receipt ◉ **Personal Purchase/Misuse of PCard** ○ **Other (please explain in Sect. 9)** ○

[8] How Ordered: [Check One]

Phone ◉ **Mail** ○ **Internet** ○ **Fax** ○ **In Person** ○

[9] Description of Purchase: [List items purchased]: Attach second page if additional space is required.

[10] Justification: [Purpose/Resolution]

[11]
As cardholder, I_____certify that the above purchase was made for
Cardholder's Name [Please Print]
official University business and this form is being submitted in lieu of the receipt.

_____ _____
Signature **Date**

[12]
As cardholder, I_____certify that the above transaction was
Cardholder's Name [Please Print]
Inadvertently purchased and I have reimbursed CSCU for any personal expense.

_____ _____
Signature **Date**

[13]

_____ _____
Budget Authority/Supervisor Signature **Date**