PURCHASING POLICIES AND PROCEDURES - APPENDIX D
UNAVAILABLE/LOST DOCUMENTATION FORM

Warning: Repeated use of this form as substitute documentation could result in revocation of your P-Card.

This form is required for any P-Card transaction that does NOT have a receipt/invoice from the merchant. Documentation from the merchant is required for EVERY P-Card transaction, except for parking fees and car washes under $15 where no receipt was provided. Transaction documentation may be:

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

INFORMATION

Cardholder Name: ___________________________ Date of Purchase: ___________________________
Merchant Name: ___________________________ Department Name: ___________________________
Approving Official Name: ___________________________

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Cost per Item</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
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</table>

(Add additional sheet if necessary)

Total Cost __________

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

__________________________________________________________

Attach any additional information, correspondence or justification about this transaction. This form must be attached to Statement of Account prior to Approving Official signing the Statement.

CARDHOLDER CERTIFICATION SIGNATURE

I hereby certify the following:

- All items purchased on this P-Card transaction were for County use 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 could result in revocation of my P-Card.

Cardholder Name: ___________________________ Date: ___________________________
Signature: ___________________________________________________________________

Approving Official Signature ___________________________________________________________________