



Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE 720.523.6055

**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

Description	Quantity	Cost per Item	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(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 _____