

# PCard Missing Document Affidavit Form

Procurement Services • Procurement Card Program



## ACCOUNT INFORMATION

Cardholder's Name

Billing Month and Year

Procurement Card Number *(last eight digits only)*

## AUTHORIZATION INFORMATION

Account Approver Name

Account Approver Signature

## MISSING DOCUMENTATION

Items	Description	Date	Vendor	Cost

## EXPLANATION OF MISSING DOCUMENTATION

## CARDHOLDER AUTHORIZATION

The undersigned employee responsible for said missing documentation hereby states that the above facts are true and correct to the best of his/her knowledge. Employee further understands that repeated incidents of missing supporting documentation for Procurement Card transactions may be grounds for **SUSPENSION** and/or **CANCELLATION** of Procurement Card privileges.

Cardholder Signature

Date