Reset Form

Print Form

State of Colorado

DOCUMENTATION OF LOST OR UNAVAILABLE TRANSACTION FORM

This form is required for any commercial card transaction that does not have documentation from the merchant. Frequent occurrences of lost (or lack of) documentation may result in the revocation of card privileges.

Documentation from the merchant is required for all transactions. Documentation includes:

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

Information:

Cardholder: _____

Department: _____

Approving Official: _____

Transaction Reference #: _____

Merchant Name: _____

Date of Purchase: _____

Items Purchased:

Description	Quantity	Unit Cost	Total Cost
Total Cost			

Attach any additional information, correspondence or justification about transaction(s).

Reason Original Documentation Is Not Available:

_____

_____

_____

_____

_____

Date	Cardholder Name	Cardholder Certification Signature

Date	Approving Official Name	Approving Official Signature

Instructions: Documentation of Lost of Unavailable Documentation Form

Warning: Repeated use of this form as substitute for original documentation may result in revocation of the Cardholder's commercial card.

(a) This form is required for any transaction that is not supported by documentation from the merchant.

Cardholder Instructions:

- If you do not have the original documentation from the merchant, contact the merchant to request replacement documentation
- Complete this form whenever you are unable to provide documentation from the merchant for a transaction
- Fill out all field through Cardholder Certification Signature
- Give the completed and signed form to your Approving Official

Approving Official Determination Instructions:

Determine the Violation Status for the transaction based on the following guidelines:

- **Violation –** A transaction where the Cardholder has not provided documentation from the merchant but the charge appears to be reasonable for state business is to be considered a card violation. A Procurement Card Violation Warning Form does not need to be completed if the Approving Official believes that there has been no willful or negligent action on the part of the Cardholder and the charge(s) appear reasonable for state business. Considerations in determining willful or negligent default include:

  (a) The Cardholder has tried and been unable to obtain documentation from the merchant.
  (b) The Cardholder is normally responsible and consistent with providing acceptable documentation.

  Action: A copy of this completed form is to be kept with the Cardholder's statement that lists this transaction.

- **Violation and Potential Inappropriate Purchases –** A transaction where the Cardholder has not provided documentation from the merchant and the charge <u>does not</u> appear to be reasonable for state business.

  Action: A Procurement Card Violation Warning Form needs to be completed.