

Missing Supporting Documentation Affidavit

Office of Procurement and Strategic Sourcing • Procurement Card Program



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Procurement Card Number *(last four digits only)*

MISSING SUPPORTING DOCUMENTATION INFORMATION

Date of Transaction	Vendor Name	Description of Item(s) Purchased	Total Cost

EXPLANATION OF MISSING SUPPORTING DOCUMENTATION

CARDHOLDER CERTIFICATION

The Cardholder hereby states that the above facts are true and correct to the best of his/her knowledge. Cardholder further understands that repeated incidents of missing supporting documentation for Procurement Card transactions may be grounds for suspension and/or revocation of Procurement Card privileges.

Cardholder's Signature

Cardholder's Printed Name

Date

ACCOUNT MANAGER ACKNOWLEDGEMENT

Account Manager's Signature

Account Manager's Printed Name

Date