

# UNIVERSITY OF ALASKA CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any ProCard transaction that does NOT have documentation from the merchant.

Cardholder Name	Department Name
Cardholder's Approving Official	
Merchant Name	Transaction Date (mm/dd/yyyy)
Transaction Amount \$	

Description of Items or Services (Add an additional sheet if necessary)	Quantity	Cost Per Item	Total Cost
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

### REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

### CARDHOLDER HAS MADE THE FOLLOWING ATTEMPT TO OBTAIN RECEIPTS OR DOCUMENTATION

### CARDHOLDER CERTIFICATION SIGNATURE

**I hereby certify the following:**

- All items purchased on this ProCard transaction were for University use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University in any other manner for this transaction.
- Original documentation is not in Cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation could result in revocation of their ProCard.

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_