

SUNY COBLESKILL
CERTIFICATION OF UNAVAILABLE TRANSACTION DOCUMENTATION

This form is required for any procurement card, travel credit card or reimbursable expense that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation could result in revocation of credit card privileges or the denial of a reimbursement request.

INFORMATION

Name _____

Merchant Name _____

Date of Purchase _____

DESCRIPTION, QUANTITY, COST OF PURCHASE

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

Attach any additional information, correspondence or justification about this transaction. If the merchant repeatedly does not provide documentation, notify the Business Office.

CERTIFICATION SIGNATURE

- All items purchased were for College use and no personal purchases were made
- I will not seek reimbursement for this transaction (procurement or travel card purchases)
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in suspension of my credit card privileges or a denial of my reimbursement request

Employee Signature

Date

Supervisor's Signature

Date

