Fiscal Services Administration Building - Suite 310 Campus Box 211 P.O. Box 173363 Denver, CO 80217

Fax: 303-352-6905 Phone: 303-352-3002



DOCUMENTATION OF LOST OR UNAVAILABLE TRANSACTION INFORMATION

This Documentation of Lost or Unavailable Transaction Information Form is required for any P-card transaction that does not have documentation from the merchant. Frequent occurrences of lost or a lack of documentation may result in the revocation of P-card privileges.

Documentation from the merchant is required for all transactions. Examples of documentation include, but are not limited to:

- Receipt and P-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.

Transaction Reference Number		Cardholder			
Date of Purchase		Approving Official			
Merchant Name		Department/Area			
Description Quant	ity, Cost for each Item Purchased		Quantity	Unit Cost	Total Cost
				\$	\$
				\$	\$
				\$	\$
Total Cost					\$
Reason Original D	ocumentation Is Not Available				
Cardholder:	Print Name	Signature			Date
Approving Official:					
	Print Name	Signature			Date