

Denver Public Schools
Visa Purchasing Card Program

UNAVAILABLE DOCUMENTATION FORM

Documentation from the merchant is required for every Purchasing Card transaction. Transaction documentation includes

- An *itemized* receipt and card transaction slip from the merchant, or
- An *itemized* invoice or packing list showing credit card payment, or
- An order form for dues, subscriptions, registrations (not involving travel), or similar items.

This form must be submitted to General Accounting with your monthly statement for any purchasing card transaction that does not have the documentation you received from the merchant. Repeated use of this form as substitute for actual documentation from the merchant is cause for revocation of your Purchasing Card.

TRANSACTION INFORMATION

Cardholder Name _____ School/Department _____
Approving Official's Name _____ Account to be Charged _____
Merchant Name _____ Date of Purchase _____

DESCRIPTION OF CHARGES

Quantity	Unit	Item/Service	Unit Cost	Total Cost
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____
Total Amount of Purchase (attach additional sheet if necessary to complete the information in this section)				\$ _____

Reason original documentation is not available (attach substantiating correspondence, etc., if pertinent and/or available):

CARDHOLDER CERTIFICATION SIGNATURE. I hereby certify the following:

- All items purchased on this transaction were for District use; no personal purchases were made.
- I will not seek reimbursement in any other manner for this transaction.
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated failure to provide actual documentation will result in revocation of my Purchasing Card.

Cardholder's Signature _____ Date _____

APPROVING OFFICIAL CERTIFICATION SIGNATURE. I hereby certify the following:

- The cardholder referenced above is unable to provide documentation from the merchant for this transaction as required in the Purchasing Card Program rules.
- It is my understanding and belief that the cardholder made this purchase for District use.
- I acknowledge that repeated failure to provide actual documentation will result in revocation of this cardholder's Purchasing Card privileges.

Approving Official's Signature _____ Date _____