

SUNY COLLEGE OLD WESTBURY
UNAVAILABLE DOCUMENTATION FORM
For NEW YORK STATE CREDIT CARD

Our policy is that documentation is required for EVERY card transaction. This form is to be used in those extraordinarily rare instances when you use a NYS credit card and you do not have an original receipt to support that purchase. Repeated use of this form as substitute documentation will result in revocation of your card privileges.

Information

Cardholder Name _____ Department _____

Vendor Name _____ Date of Purchase _____

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:

Description	Quantity	Per Item Cost	Total cost
_____	_____	_____	_____
_____	_____	_____	_____

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:

Attach any additional information, correspondence or justification about this transaction.

CARDHOLDER CERTIFICATION SIGNATURE- I hereby certify the following:

- All items purchased with this card transaction were for University use and no personal purchases were made.
- I will not seek reimbursement in any manner for this transaction.
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of my card.

Cardholder Signature _____

Date _____

Supervisor Signature _____

Date _____