

SUNY COLLEGE OLD WESTBURY

UNAVAILABLE DOCUMENT FORM

NYS Procurement, Travel, Non-Employee Travel Card

This form is required for any NYS credit card transaction that does not have an original receipt attached. Repeated use of this form as substitute documentation could result in revocation of your card privileges. Documentation is required for EVERY card transaction. Acceptable forms of transaction documentation are:

- Receipt and card transaction slip from the vendor
- Detailed packing slip indicating items shipped and amount paid
- Invoice showing credit card payment
- Order form for dues, memberships, subscriptions or similar items
- Detailed order confirmation email for internet transaction indicating balance paid

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:

- I contacted the Vendor but was not able to get a copy of the document.
- 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** _____