



# Marietta College

## CERTIFICATION OF LOST/MISSING RECEIPTS COMMERCIAL CARD TRANSACTIONS

**This form is required for any transaction that does NOT have documentation from the merchant.  
Warning: Repeated use of this form as substitute documentation could result in a loss of card privileges.**

Documentation from the merchant is required for **EVERY** transaction. Transaction documentation may be:

- Receipt and card transaction slip from merchant
- Packing slip from delivery with itemized list, dollar amounts, and name & location of supplier
- Invoice showing credit card payment
- Handwritten receipt from merchant with merchant employee signature

Card Number \_\_\_\_\_ Cardholder Name \_\_\_\_\_  
 Date of Purchase \_\_\_\_\_ Merchant Name \_\_\_\_\_  
 Department Name \_\_\_\_\_ Supervisor/Departmental Chair Name \_\_\_\_\_

### 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. If a merchant repeatedly does not provide documentation, please report to the Business Office Manager, Carol Forbes at extension 4721.

### CARDHOLDER CERTIFICATION SIGNATURE – I hereby certify the following:

- All items purchased on this card were for College use and 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 lack of documentation could result in revocation of my card.

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPROVING SUPERVISOR/DEPARTMENTAL CHAIR CERTIFICATION SIGNATURE AND ACTION

I hereby acknowledge lack of documentation from the merchant for this transaction and have made the following determination regarding the violation status of this transaction. Mark the appropriate category below and the action shown:

This transaction **is not** considered to be a violation because through no fault of the cardholder, the receipt could not be obtained from the vendor.

This transaction **is** considered to be a card violation. **Action:** Notify cardholder and advise that further violations may result in a suspension of card privileges

This transaction **is** considered a violation and **suspected fraud/misconduct**. **Action:** Report to Commercial Card Administrator

Supervisor/Departmental Chair Name \_\_\_\_\_ Signature \_\_\_\_\_