

BINGHAMTON UNIVERSITY  
CERTIFICATION OF UNAVAILABLE TRANSACTION DOCUMENTATION

This form is required for any procurement card, travel credit card or reimbursable expense that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation could result in revocation of credit card privileges or the denial of a reimbursement request.

**INFORMATION**

Name. \_\_\_\_\_

Merchant Name \_\_\_\_\_

Date of Purchase. \_\_\_\_\_

**DESCRIPTION. QUANTITY. COST OF PURCHASE**

**REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE**

Attach any additional information, correspondence or justification about this transaction. If the merchant repeatedly does not provide documentation, notify the Business Office.

**CERTIFICATION SIGNATURE**

items purchased were for University use and no personal purchases were made  
will not seek reimbursement for this transaction (procurement or travel card purchases)  
documentation is not in my possession for the reasons stated above.  
acknowledge that repeated lack of documentation could result in suspension of my credit  
card privileges or a denial of my reimbursement request

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date