

John Carroll University Missing Documentation Form

This form is to be used only in the rare cases when documentation from a P-Card purchase is missing or incomplete. Once the required documentation is received, it should be attached to the appropriate Purchasing Card Statement.

Cardholder Name: _____

Vendor Name: _____

Transaction date: _____ Transaction amount: _____

Description of item purchased: _____

Explanation of why documentation is currently unavailable: _____

Cardholder Signature: _____