

A&S Financial Service Center

**Documentation Form for Missing or Illegible Items**

*(This form is required for any transaction submitted to the FSC that does NOT have the required receipt documentation)*

**General Information**

Purchaser Name: \_\_\_\_\_

Date to FSC: \_\_\_\_\_

Department: \_\_\_\_\_

Speedtype: \_\_\_\_\_

**Payment Method**

Please check the appropriate method regarding purchase type:

P-Card:

T-Card:

Reimbursement:

**Business Purpose**

---

---

**Purchase Information**

*(Only one Vendor per form)*

Vendor Name:		Purchase Date:		
Description of Item(s)		Quantity	Unit Price	Total Price

Reason that documentation is NOT available *(include what attempts have been made to obtain documentation)*

---

---

---

**\*Repeated use of this form as substitute documentation could result in revocation of your card(s)\***

**\*Additional campus approval may be required, based on policy\***

**Effective Date: 8/30/16**