



## Town of Prescott Valley Purchasing Card Statement of Missing Documentation

I, \_\_\_\_\_, acknowledge that I am unable to submit acceptable documentation, despite the fact that I previously acknowledged the documentation requirements when the card was issued to me, for the purchasing card transaction below:

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

Date of Transaction: \_\_\_\_\_

Amount Charged: \_\_\_\_\_

Detailed explanation of the transaction:

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I certify that the above referenced transaction was a proper use of my Town of Prescott Valley Purchasing Card and was consistent with all applicable Town and departmental guidelines. I will take action in the future to ensure receipts are available.

\_\_\_\_\_  
**Cardholder Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director/Supervisor Signature**

\_\_\_\_\_  
**Date**

**All signatures are required.**

Any future undocumented transactions could result in suspension of card privileges and disciplinary action.