

Missing Document Affidavit Form

Procurement and Contract Services



TEXAS WOMAN'S
UNIVERSITY™

ACCOUNT INFORMATION

Cardholder's Name

Billing Month and Year

Credit Card Number (*last six digits only*)

AUTHORIZATION INFORMATION

Account Approver Name

Account Approver Signature

MISSING DOCUMENTATION

Items	Description	Date	Vendor	Cost

EXPLANATION OF MISSING DOCUMENTATION

CARDHOLDER AUTHORIZATION

The undersigned employee responsible for said missing documentation hereby states that the above facts are true and correct to the best of his/her knowledge. Employee further understands that repeated incidents of missing supporting documentation for Procurement Card transactions may be grounds for **SUSPENSION** and/or **CANCELLATION** of Procurement Card privileges.

Cardholder Signature

Date