

**PLEASE USE IN REPLACE OF MISSING RECEIPT FOR CHARGES PLACED ON SUNY UPSTATE OWNED CREDIT CARDS:
JP MORGAN TRAVEL CARD, BANK OF AMERICA RF CARD.**

This form is required for any card transaction that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation could result in revocation of your card privileges. Documentation from the merchant is required for every card transaction. An itemized receipt is required for each transaction placed on a SUNY UPSTATE owned card.

Cardholder name: _____

Merchant name: _____

Date of purchase: _____

Amount of Purchase: _____

Description of item purchased:

Justification for missing receipt:

Attach any additional information, correspondence, or justification about this transaction.

Cardholder Certification: I hereby certify the following:

- All items purchased with this card were for SUNY Upstate use; no personal purchases were made.
- I will not seek reimbursement in any manner for this transaction.
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of my card.

Cardholder's signature: _____ Date: _____

Supervisor signature: _____ Date: _____