

# Business and Finance Division

SAINT LOUIS UNIVERSITY

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## 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 card statement.

Cardholder Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

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

Transaction Amount: \_\_\_\_\_

Description:

Explanation of why documentation is currently unavailable:

Cardholder signature \_\_\_\_\_