

Research Foundation for SUNY
CERTIFICATION OF UNAVAILABLE TRANSACTION DOCUMENTATION

This form is required for any Bank of America (BoA) expense that does NOT have documentation from the merchant. Repeated use of this form as substitute documentation can result in revocation of credit card privileges.

INFORMATION

Name. _____

Merchant Name _____

Date of Purchase. _____

DESCRIPTION. QUANTITY. COST OF PURCHASE

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

Attach any additional information, correspondence or justification about this transaction. If the merchant repeatedly fails to provide documentation, notify Marianne Cannon at Sponsored Funds 7-6752.

CERTIFICATION SIGNATURE

- All items purchased were for research business use and no personal purchases were made.
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in suspension of my credit card privileges and/or denial of my reimbursement request.

Employee Signature

Date

Principle Investigator's Signature

Date