

Purchasing Card – Missing Approval

This form is required to be completed, in its entirety, upon the notification from the program administrator there are transactions missing your approval for the recently ended purchasing card statement period.

You are required to complete and return this form to pcard@drake.edu, including any applicable attachments, within one week of initial late notice notification. If you are unable to meet this timing, please contact us at pcard@drake.edu to establish a reasonable time for submission.

Submission of Approval

Statement Period ending _____

List below or attach the transaction(s) applicable to this approval, including cardholder name, transaction date, vendor, and transaction amount.

Document below the reason for late approval submission:

I approve the attached transactions, for the statement period listed above, in accordance with the Purchasing Card Approver's Agreement. I further certify the transactions are in compliance with the University's Procurement Card Policy.

Approver Signature: _____ Date: _____