

City of Middletown Purchasing Card Program
Lack-of-Documentation Waiver Statement

I, _____ acknowledge that I am unable to submit
(print name)
acceptable documentation for the purchasing card transaction made at
_____ on _____ for _____
(vendor) (date) (amount)

Please describe the purchase:

I certify that the above referenced transaction was a proper use of my City of Middletown Purchasing Card and was consistent with all applicable city and departmental policies.

Department Signature & Date