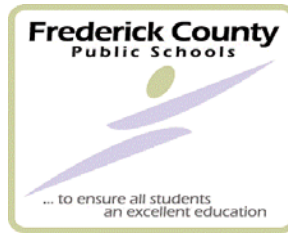


Appendix D – Lack of Documentation Waiver



Frederick County Public Schools Purchasing Card Program

Lack-of-Documentation Waiver Statement

I, _____ acknowledge that I am unable to submit the required
(print name)
documentation for the purchasing card transaction made at _____
(vendor)
on _____ for _____. In lieu of this documentation is my
(date) (amount)
statement below:

Please describe the purchase:

I certify that the above statement is true and was proper use of my FCPS Purchasing Card and was consistent with all applicable FCPS policies.

(Department)

(Cardholder Signature & Date)

(Account Manager Signature & Date)

Forward this statement to your school/department's reconciling official, who will attach it to your PCard statement.

Repeated lack of documentation may be grounds for suspension of your PCard privileges.