

## EXHIBIT D – CERTIFICATION OF GOODS FORM

### CERTIFICATION OF RECEIPT OF GOODS

This form is to be used as a documentation for missing or unobtainable P-Card receipts. The form is to be completed and signed by the Cardholder and the Approving Official. **Repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the Procurement Card Program.**

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

\_\_\_\_\_ AND RECEIVED ON \_\_\_\_\_  
(Name of Vendor) (Date)

Item No.	Qty	Description	Unit Price	Extension
			Subtotal	
			Sales Tax	
			Shipping/Handling	
			TOTAL	\$

Reason(s) itemized invoice/receipt was not obtained for this order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Date