

**Sam Houston State University  
P-Card Documentation/Problem Resolution**

Transaction Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Charge Amount: \_\_\_\_\_

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

Provide in detail an explanation of any problems associated with this P-Card purchase:

**ATTACH TO RECEIPT/INVOICE FOR DOCUMENTATION/AUDIT PURPOSES**