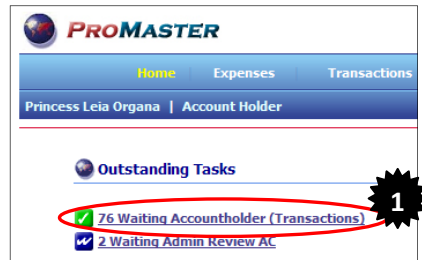

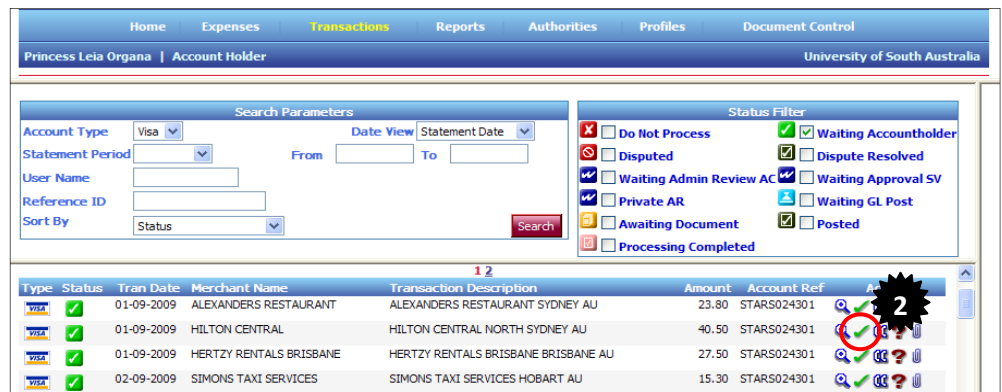


Verifying a Transaction without a Receipt or Tax Invoice

Step 1.
To see your transactions, click on **Waiting Accountholder (Transactions)** on the Homepage.



Step 2.
To verify your transaction, click on the **green tick**  beside the transaction that has no Tax Invoice / Receipt.



Step 3.
Ensure that the box is NOT ticked beside **Tax Receipt / Documentation**. This records that the appropriate documentation is not available.

Step 4.
Enter **Purpose, Description** and **Expense Type** as per a normal transaction. Ensure the correct Cost Centre information appears in **Sub-Ledger** and **Segments**

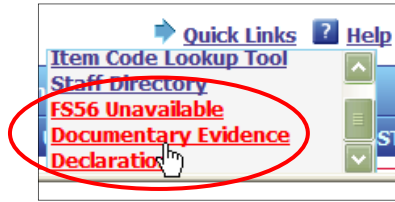
Step 5.
Since the receipt is not available, you must select F as the **Tax Code**.

Step 6.
Click on **Submit**.




Step 7.
The next screen shows the Expense
Details.

Step 8.
In the top right corner of the
ProMaster window select **Quick
Links** and scroll down until you see
**FS56 Unavailable Documentary
Evidence Declaration**. This will
open the Declaration in a new
window.



Step 9.
Complete the **FS56 Unavailable
Documentary Evidence
Declaration** and attach it to the
Document Control Report.



UNIVERSITY OF SOUTH AUSTRALIA
Finance Unit

Form FS56

UNAVAILABLE DOCUMENTARY EVIDENCE DECLARATION

INSTRUCTIONS

This declaration must be completed in accordance with UniSA Credit Card Policy.

1. This declaration must be completed and signed by the cardholder.
2. This declaration must be authorised by the cardholder's Approving Manager.
3. This declaration must be attached to the Document Control Report.

CARDHOLDER'S DECLARATION

In accordance with UniSA Credit Card Policy,

I, _____ (print name)

of _____ (School/Unit/Institute)

declare that I have incurred the following University related expenses for which I am unable to provide documentary evidence.

Transaction Date	Detailed Description of Purchase/Expense	Business Purpose	Merchant	Amount in Local Currency	Indicate Currency	Amount in AUD