

REVIEW/APPROVAL AFTER EXPORT EXPLANATION

TRANSACTION #

A. CARDHOLDER NAME:

B. APPROVING OFFICIAL NAME:

ITEMS C & D: TO BE COMPLETED BY CARDHOLDER

C. LATE REVIEW TRANSACTION DETAILS:

D. EXPLANATION FOR LATE REVIEW:

ITEMS E & F: TO BE COMPLETED BY APPROVING OFFICIAL

E. LATE APPROVAL TRANSACTION DETAILS:

F. EXPLANATION FOR LATE APPROVAL:

DATE OF ACTUAL REVIEW/APPROVAL

SIGNATURE:

Instructions:

1. Section A & B to be completed for all transactions reviewed/approved after month-end export.
2. Late Review (or Approval) Transaction Details: List transaction id# & dollar amount.
3. Explanation For Late Review (or Approval): Provide explanation why action was not timely.
4. Section C & D to be completed when the cardholder is responsible for late review.
5. Section E & F to be completed when the approving official is responsible for late approval.
6. Forwarded completed form to APC.