

EXHIBIT I

INSTRUCTIONS FOR COMPLETING THE PENDING PC ALERT FORM

Cardholder Name ---Name of person who authorized the transaction.

Ordered Date-----This is the date the ordered was made with the merchant.

Vendor Name-----Name of the merchant from which the purchase was made.

Purchase Amount- ----- This is the total amount charged or credited to the purchasing card on a single transaction.

Description of Purchase- Describe the type of merchandise being purchase.

Quantity Ordered----- Number of what's being ordered.

DO/MA Number----- This is the generated number obtained from MFMP.

Shipping and Handling-----What the vendor charge for shipping.

Other Charges-----Describe if the transactions is for an Erroneous charge, Credit, Duplicate Charge etc.

Receipt Check----- Check if receipt was lost or not received.

Signatures----- Cardholder/Supervisor must sign the missing receipt form.