



## Acknowledgement of Missing Fuel Card Receipt

Today's Date: \_\_\_\_\_

Employee Name:

\_\_\_\_\_

Vendor Name:

\_\_\_\_\_

Date of Transaction:

\_\_\_\_\_

I certify that I either did not receive, or have misplaced a fuel card receipt. The original receipt was lost and I was unable to obtain a duplicate receipt from the vendor for which payment was made. This form is submitted in lieu of the original

Employee signature.

\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor signature:

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_