

**MISSING FUEL RECEIPT AFFIDAVIT**

- ✓ This form is not a substitute for an original receipt and should only be used when all attempts to obtain an original receipt have failed.
- ✓ Repeat cases of missing receipts can be grounds for account suspension or permanent deactivation.

Purchases without receipt detail may be considered "personal" purchases if the department or university is unable to determine what was purchased and the business purpose of the purchase.

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

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Merchant Name \_\_\_\_\_ Transaction Date \_\_\_\_\_

Item(s) Purchased:	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	<b>Total:</b> \$ _____

Business Purpose of Purchase:

I certify the purchase noted above was a necessary and legitimate business expense. I am unable to provide the original or duplicate receipt due to: (please explain why you do not have the original or cannot obtain a duplicate receipt)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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