AG-328 Instructions (02/17)
Texas A&M AgriLife
Administrative Services-Fleet Management

General
*The supervisor is responsible* for monitoring missing receipts and addressing unacceptable patterns of performance with employees.

Use this form if the receipt for a legitimate charge on the Voyager card statement cannot be located or reproduced by the vendor.
Complete a separate form for each missing receipt.
Attach Missing Receipt AG-328 Forms with other receipts behind the Monthly Use Report.

Voyager Card Information

**Card Number** -- Enter only the last 5 digits of the Voyager card number.
**License Plate #** -- Enter the License Plate Number of the vehicle that Voyager Card belongs to.
**Name of Purchaser/Driver** -- Enter the name of the person who swiped the card and made the purchase.
**Phone # of Purchaser/Driver** -- Enter contact phone # for the person who swiped the card and made the purchase in case of any questions

Transaction Information

**Transaction Date** -- Enter the date from the credit card statement.
**Amount** -- Enter the amount from the credit card statement.
**Vendor Name** -- Enter the name of the vendor from where the purchase was made.
**Vendor City** -- Enter the name of the vendor from which the purchase was made.
**Description of Service or Goods Purchased** -- Identify the items purchased. Provide sufficient information to demonstrate that the purchase is appropriate to the accounts being charged. *For example: 24.19 gallons of Diesel for $91.93.*

Certification and Approval

**Purchaser Signature and Date** -- The cardholder's signature affirms the accuracy of the information on this form.
**Supervisor Signature and Date** -- The supervisor's signature authorizes payment of the charges related to the missing receipt.
**NOTE:** At least one of the signatures on this form must be original.

Accounting Use Only
Enter the accounting breakdown for the missing receipt, including the correct agency code.