

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.