



**Missing Receipt Form**

**Revised: January 29, 2025**

**Credit Card Information:**

Card Number (last 5 digits) \_\_\_\_\_ **Type:** \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Phone Number \_\_\_\_\_

**Transaction Information:**

Transaction Date \_\_\_\_\_

Amount \_\_\_\_\_

Reference Number \_\_\_\_\_

Vendor Name \_\_\_\_\_

Description of Service or Goods Purchased \_\_\_\_\_

**Accounting Information:**

SL Account	Support Account	Object Code	Amount
Total:			

**Certification and Approval:**

The above referenced services and/or goods were rendered and/or received in the process of conducting official business of the Texas A&M Forest Service.

The purchase of goods and/or services by me was made following the governing laws and procedures as set forth by the State of Texas, The Texas A&M University System and the Texas A&M Forest Service.

I have diligently tried to locate and/or obtain a copy of the missing receipt from the appropriate vendor.

\_\_\_\_\_  
Cardholder Signature Date

\_\_\_\_\_  
Supervisor Signature Date

Credit Card Coordinator

COMPLETE A SEPARATE FORM FOR EACH MISSING RECEIPT.

# TEXAS A&M FOREST SERVICE MISSING RECEIPT FORM

## INSTRUCTIONS

### 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 credit card statement cannot be located or reproduced by the vendor.

Complete a separate form for each missing receipt.

Attach Missing Receipt Forms immediately behind the credit card voucher before receipts.

### Credit Card Information

Card Number -- Enter only the last 5 digits of the credit card number.

Type -- Select the appropriate credit card type from the drop-down box.

Cardholder Name -- Enter the name of the employee responsible for the card.

For fuel cards assigned to vehicles, the responsible employee is identified on the Vehicle/  
Fuel Card Log. For miscellaneous equipment fuel cards, the responsible employee is  
identified on the fuel card checkout log.

Cardholder Phone Number -- Enter the office or cell phone number to contact the cardholder  
for questions.

### Transaction Information

Transaction Date -- Enter the date from the credit card statement.

Amount -- Enter the amount from the credit card statement.

Reference Number -- Enter the transaction reference number from the credit card statement.

Vendor Name -- Enter the name of the vendor from the credit card statement.

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.

### Accounting Information

Enter the accounting breakdown for the missing receipt.

### Certification and Approval

Cardholder 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.