



Fulton County
MISSING RECEIPT AFFIDAVIT
(for use with WEX fuel card)

USE ONE AFFIDAVIT FOR EACH MISSING RECEIPT

If original receipt is missing for whatever reason, the driver must first contact the vendor to request a replacement. If the vendor will not provide a replacement receipt or an affidavit verifying the purchase this form MUST be filled out by the driver and signed by the Department WEX Administrator. A driver can't approve their own affidavit.

I _____ have either not received or have misplaced a receipt totaling _____. This expense was incurred on behalf of Fulton County Government for vehicle plate number _____.

This form is submitted in lieu of the original receipt.

Reference number _____ Transaction Date _____

Vendor _____ Last 5 digits of card# _____

Detailed Description of charge:

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REQUIRED: Give a detailed description (dates and times) of steps taken to obtain a receipt from vendor.

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I certify that the fuel amounts shown above were expended for Fulton County Government business purposes and have not nor will not be submitted for reimbursement to Fulton County Government or any other Departments. I understand that repeated lack of documentation could result in revocation of my WEX Fuel Card.

REQUIRED SIGNATURES

Employee _____ Date _____

WEX Department Administrator _____ Date _____