



FLEET CARD PURCHASE AFFIDAVIT

On (date) _____, (item purchased) _____ was purchased for \$ _____ on the State Fleet Card and I cannot provide the receipt or work order.

I certify that although a receipt was not turned in for the transaction, the purchase was a valid purchase for vehicle (license plate) _____.

_____ (Printed name of employee completing purchase)

_____ (Signature of employee completing purchase)

_____ (Date)

_____ (Agency)

_____ (Printed name of supervisor)

_____ (Signature of supervisor)

_____ (Date)