



GUSTAVUS ADOLPHUS COLLEGE

800 W College Ave | Saint Peter, MN 56082 | 507-933-7675

Motor Pool Missing or Lost Credit Slip for Gas Purchase

Fill out this form if you have lost the receipt from a gas purchase when using a Gustavus Fleet Fuel Card. Have your department chair/head or activity group advisor sign, verifying that you were on an official College Trip when this happened.

Vehicle Number: _____ Gas Card Number: _____
(last four digits)

Date of Purchase: _____ Location of Purchase: _____
(at least city and state)

Number of Gallons: _____ Total Cost of Purchase: _____

Signature: _____ Date: _____

Department Chair/Head or Group Advisor: _____
(printed name)

Signature: _____ Date: _____

SEND TO MOTOR POOL WITHIN 24 HOURS

For Office Use Only:

Date Received: _____ Vehicle Authorization Invoice Number: _____