ISO Vendor Receipt Guide

Name & Contact Information of Vendor



Receipt is printed, legible, and written in English

3650 Boston Rd. (859) 223-8088 STORE (859) 223-0959 PHARMACY

YOUR CASHIER WAS TINA

4.79 F AFL GOLD DEL ******4398 KROGER PLUS CUSTOMER 2.79-F SC 1200 APL GOLD DE (2.00) APL GOLD DEL PC 4.79 F 2.79-F SC 1200 AFL GOLD DE (2.00) 0.99 F PRODUCE 0.00 TAX 4.99 **** BALANCE 20.00 CFISH 15.01 CHANGE TOTAL NUMBER OF ITEMS SOLD =

Itemized list of all purchased items

Shows date and time of purchase

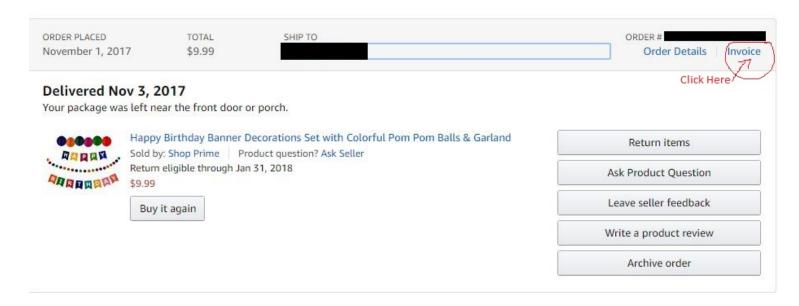
Shows cash tendered
- this line indicates
that you've PAID the
vendor. Please have
the vendor write
"PAID" if it is not on
the receipt.

Other ways to legitimize receipts (especially if receipts are hand-written):

- Have manager print & sign name
- Provide a business card or take-out menu
- Ask the vendor to "stamp" with their information
- **Remember: Be specific about your needs! Vendors can accommodate requests, but only if you ask ⊚

AMAZON RECEIPT GUIDE

STEP 1- Access Your Order from a Desktop (not a mobile device). STEP 2- Click "Invoice." This should generate the correct receipt required.



Here is what the invoice should look like:



THE NAME OF THE PERSON BEING REIMBURSED AND THE NAME IN THE BILLING SECTION MUST MATCH If they do not, please have the person noted in the billing section fill out a vendor form to acquire a vendor number. They will also need to fill out and sign a non-employee form if not employed by UGA.

The section showing *Credit Card Transactions* must be present to show that the item has been paid for, otherwise it is just an "order confirmation" and not an "invoice." Invoices are required for reimbursements, while order confirmations are not accepted.