

RECEIPT SUBMISSION FORM

Attach one receipt per sheet. Do not place tape over the printed parts of the receipt.

Submitted by:

Date of purchase:

Description of purchase:

Reason for purchase:

GL Account:

Attach receipt here, or clip to back if full page

Make sure that.....

- ◇ Receipt is an original
- ◇ Receipt is itemized
- ◇ Sales tax not charged (unless a meal)
- ◇ Gratuity not more than 20%
- ◇ Signature sheet attached for gift cards/prizes
- ◇ Names provided for meal/conference/training
- ◇ Agenda attached for meeting/conference/
training