

Receipts Needed For Credit Cards

Receipts are required for all Credit Card Purchases and must be returned with the card.

The following is proper documentation for receipts:

Hotel or Lodging

Copy of the bill showing nightly charge plus any other charges and appropriated credit upon payment.

Food

The credit card receipt plus the "detail" that shows what food and beverage was ordered.

If entertaining you must write the name of the parties who you entertained and the purpose.

Products/Services

A receipt that describes the item purchased, quantity purchased, price per unit and cost per unit.

