

Receipt Requirements



- **Must include what, when, where, and how much.**
 - Vendor name
 - Date of purchase
 - Description and quantity of each item
 - Per item cost
 - Total cost of the transaction
 - Delivery address
 - If not included on the receipt, hand written details must be included.
- **All receipts that are smaller than 8.5" x 11" must be taped onto an 8.5" x 11" sheet of white copy paper. Do not tape over information on thermal receipts as the tape breaks down the print making it impossible to read.**