ISO Vendor Receipt Guide

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 😊

**ISO Vendor Receipt Guide**

**Name & Contact Information of Vendor**

**Receipt is printed, legible, and written in English**

**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.**
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.