

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.

Kroger
Right Store. Right Price.
 3650 Boston Rd.
 (859) 223-8088 STORE
 (859) 223-0959 PHARMACY
 YOUR CASHIER WAS TINA

AFL GOLD DEL	PC	4.79 F
KROGER PLUS CUSTOMER	*****4398	
SC 1200 AFL GOLD DE (2.00)		2.79-F
AFL GOLD DEL	PC	4.79 F
SC 1200 AFL GOLD DE (2.00)		2.79-F
PRODUCE		0.99 F
TAX		0.00
**** BALANCE		4.99
CASH		20.00
CHANGE		15.01
TOTAL NUMBER OF ITEMS SOLD =		3

***** KROGER SAVINGS *****
 KROGER PLUS SAVINGS \$ 5.58
 TOTAL SAVINGS (52 pct.) \$ 5.58
 ***** KROGER SAVINGS *****

11/04/09 01:12pm 371 80 84 131

 Fuel Points Expiring 11/30/09 =139


- 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.

ORDER PLACED November 1, 2017	TOTAL \$9.99	SHIP TO [REDACTED]	ORDER # [REDACTED] Order Details Invoice Click Here ↗
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Delivered Nov 3, 2017
 Your package was left near the front door or porch.



Happy Birthday Banner Decorations Set with Colorful Pom Pom Balls & Garland
 Sold by: Shop Prime | Product question? Ask Seller
 Return eligible through Jan 31, 2018
 \$9.99

Buy it again

Return items

Ask Product Question

Leave seller feedback

Write a product review

Archive order

Here is what the invoice should look like:

Order Placed: November 1, 2017
 Amazon.com order number: [REDACTED]
 Order Total: \$9.99

Shipped on November 1, 2017	
Items Ordered	Price
1 of: Happy Birthday Banner Decorations Set with Colorful Pom Pom Balls & Garland <small>Sold by: Shop Prime (seller: 20022a) Product question? Ask Seller</small> <small>Condition: New</small>	\$9.99
Shipping Address: [REDACTED]	Item(s) Subtotal: \$9.99 Shipping & Handling: \$0.00 ----- Total before tax: \$9.99 Sales Tax: \$0.00 ----- Total for This Shipment: \$9.99 -----
Shipping Speed: Two-Day Shipping	
Payment information	
Payment Method: Visa Last digits: 0370	Item(s) Subtotal: \$9.99 Shipping & Handling: \$0.00 ----- Total before tax: \$9.99 Estimated tax to be collected: \$0.00 ----- Grand Total: \$9.99 -----
Billing address <div style="border: 1px solid red; padding: 2px; width: fit-content;"> THE NAME OF THE PERSON BEING REIMBURSED MUST BE HERE </div>	
Credit Card transactions	THIS LINE MUST BE HERE AS PROOF THAT YOUR ORDER HAS BEEN PAID FOR Visa ending in 0370: November 1, 2017: \$9.99

To view the status of your order, return to [Order Summary](#).

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*****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.