

What to Do With My Receipt, Renewal Notice, and Invoice?

All Purchase Orders and Reimbursements are based on original invoices, receipts and renewal notices. If you have a receipt from a vendor such as Fred Meyer, Costco, Lowes, Jimmy John's, Pizza Hut. etc. you should attach them to your reimbursement form and/or signed copy of your purchase order so that payment can be made. Credit card statements and slips are not considered receipts.

Please include or ask the vendor for a copy of the receipt before leaving the establishment. If you want to include a gratuity for your service and/or delivery, please write the dollar amount on the receipt before attaching it to the reimbursement form and/or signed copy of your purchase order.

If you have already turned in your paperwork and realized you did not include the receipt/invoice. Please write the PO number on the receipt/invoice and submit Accounts Payable AD Box 69 as soon as possible.

This documentation is used to initiate payment. Without this documentation payments may be delayed to where the department will be responsible for paying late charges added by the vendor.