

ATTACHING RECEIPTS

- ♦ Small or split receipts must be attached *securely* to a full sheet of paper. I have been spending a lot of time reattaching most of your receipts.
- ♦ If your receipt needs to be split (such as grocery store receipts) for space consideration, you need to attach each portion of the receipt so that they do not overlap the edges of the paper for copying consideration.
- ♦ Double faced adhesive is preferred (and available through Finance or the Service Center), rather than the old method of stapling for ease of copying.
- ♦ If you use a gluestick, make sure that it is not a temporary adhesive.
- ♦ If you should use tape, do not tape over any print on the receipt. The print ink often disappears under the tape.
- ♦ And in consideration of copying, please be sure that the **EDGES OF THE RECEIPT** are adhered to the paper. I can't tell you how many receipts have been jammed in the copier, and then reattached to the paper like a puzzle.
- ♦ Do not combine receipts from different purchases on one sheet of paper. Each purchase should stand alone.