

## PAID RECEIPTS

- ◆ Each purchase must be substantiated by a paid invoice or receipt. The State Controller defines this as such:
  - An invoice showing a reference to being “paid by credit card”, stamped or printed on the invoice.
  - Payment / credit amounts and \$0.00 total amount due
  - Charge slip attached
- ◆ If you have a charge and it is followed by a reversal or credit for the same amount, you must provide receipts for both transactions.