

INVOICES / RECEIPTS MUST BE ITEMIZED

- ♦ The vendor should provide you with an original and itemized receipt or invoice. If a receipt lists parts numbers or unidentifiable abbreviations instead of a product title, you must provide a description written next to each line item on the invoice or receipt.
- ♦ A charge slip is not acceptable as the itemized receipt or invoice. Cardholders must watch this closely; this tends to occur frequently with small restaurants.