



CHIPPEWA VALLEY SCHOOLS

ITEMIZED RECEIPT / INVOICE REFERENCE

What is an itemized receipt / invoice?

RECEIPT

An **Itemized Original Receipt** should have the following items on the receipt:

1. Name of Vendor (person or company you paid)
2. Address/Phone # (at least one way to contact the merchant)
3. Detailed description of each item purchased
4. Price for each item purchased (what you paid)
5. Sales Tax for the taxable items
6. Grand Total
7. Date of Purchase or Service Date
8. Method of payment

INVOICE

An **Itemized Original Invoice** should have the following items on the invoice:

1. Name of Vendor (*person or company you paid*)
2. Address/Phone # (*at least one way to contact the merchant*)
3. Detailed description of each item purchased
4. Price for each item purchased (*amount you paid*)
5. Shipping charges
6. Sales Tax for the taxable items
7. Grand Total
8. Date of Purchase and/or ship date
9. Shipping Address (*if applicable*)

Provide a proof of payment ONLY if no receipt is available. Proof is needed **only** when a receipt has been lost or was not provided by the merchant and there is no other way to demonstrate that you incurred a business-related expense.

- **Cleared check** – Wipe out the bank routing and account numbers printed on the bottom of the check, leaving any numbers in the lower right corner visible. Check the endorsement side of the check and obliterate any legible numbers. Most cleared checks are available as scanned images from your online bank account.
- **Credit card or Bank statement** – Wipe out cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to the particular transaction for which reimbursement is requested. Personal information such as account number should be fully redacted.

All forms and guidelines can be found on the CVS *Money Matters* website

<https://www.chippewavalleyschools.org/staff-links/money-matters/>