

J. ITEMIZED RECEIPTS

ALL Employees and Commissioners are required to turn in **itemized receipts** for **ALL purchases including reimbursement purchases, purchases on Port credit cards, or purchases on account**. This includes, but is not limited to: purchases for supplies, materials, travel, lodging, and meals. The itemized receipt should include the following:

1. Supplies and Materials:
 - a. Items ordered
 - b. Cost of items
 - c. Total amount of item

2. Meals:
 - a. Items ordered
 - b. Cost of items
 - c. Total amount of meal
 - d. Nature of business discussed
 - e. Name, title, and company name of individuals present
 - f. Business relationship of persons entertained

3. Travel:
 - a. Cost of travel
 - b. Nature of business trip
 - c. Name of person attending
 - d. TAF number

4. Lodging:
 - a. Cost of lodging
 - b. Nature of business trip
 - c. Name of person attending
 - d. TAF number

If an itemized receipt cannot be provided we will no longer be able to purchase from that vendor.

PLEASE BE AWARE IF A PURCHASE IS MADE WITHOUT AN ITEMIZED RECEIPT THE EMPLOYEE WILL BE HELD PERSONALLY RESPONSIBLE FOR THE FULL BALANCE.

I, _____, have read and understand the above 'GLPC Itemized Receipt Policy' and agree to adhere to the rules outlined therein. I acknowledge that I may be personally financially responsible for violations of aspects of this policy, as outlined above.

Employee/Commissioner Signature

Date

Supervisor Signature

Date