

## **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. When an itemized receipt cannot be provided, the reason should be documented. If an employee consistently is unable to provide the required receipt, they may be responsible for the full balance.**

**PLEASE BE AWARE IF A PURCHASE IS MADE WITHOUT AN ITEMIZED RECEIPT  
THE EMPLOYEE MAY 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