

Courtesy Card Register Receipt

*****PLEASE DO NOT USE THIS FORM FOR P-CARD TRANSACTIONS**

Vendor Name: _____

School/Dept: _____

PO #: _____ Amount: \$ _____

Partial _____ Final _____

Scan each register receipt to: accounts.payable@hayscisd.net

*When emailing, please include the Vendor Name & PO #
(Sample: Walmart 21700593) In the subject line of the email.*

****Please note, this is for *store receipts* only...i.e.: HEB, Hobby Lobby, Home Depot, Lowe's, Sam's, Walmart, Valero, etc.**

****** Please do not scan multiple receipts.

******* Munis requires each receipt to be a single transaction.

Split Code Amount:

Object code: _____ Amount: \$ _____

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