

## Courtesy Card Register Receipt

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

Vendor Name: \_\_\_\_\_

School/Dept: \_\_\_\_\_

PO #: \_\_\_\_\_ Amount: \$\_\_\_\_\_

Final \_\_\_\_\_ Partial\_\_\_\_\_

Scan **each** register receipt to: [accounts.payable@hayscisd.net](mailto: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.