

## IMPORTANT INFORMATION ABOUT RECEIPTS



When bringing in your receipts for reimbursement, it is important to have all the necessary information that we need on them. There is a big difference between a Payment Receipt & a Purchase Receipt.

A Payment Receipt is what is generated when you pay for your items, and it only displays a date, cost & store name. This is <u>not sufficient</u> for reimbursement purposes.

## What we need is a Purchase Receipt/Invoice which includes all of the following;

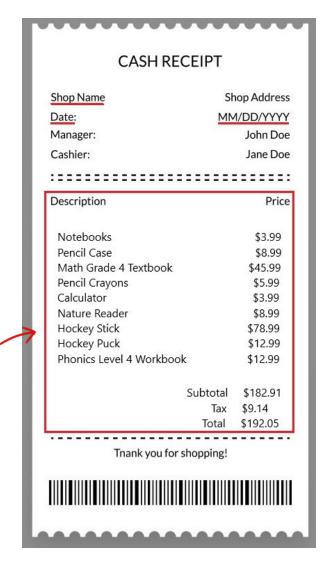
- Name of Vendor/Store/Seller
- Date of Purchase
- A detailed listing of all items purchased
- Total cost paid

Some stores do not provide adequate receipts (Goods Galore, High Level Dollar Store & Country Variety Store for example). Please kindly ask them to write out a receipt for you if you are making homeschool purchases at their stores. Ensure they include all the information as indicated above.

The receipt pictured to the right is an example that shows all the information that is needed.

We do not accept photos or screenshots of receipts. If it is a purchase made in person, please bring the receipts in to us.

If it is an online purchase, please forward the email receipt to us at <a href="MHECfinance@fvsd.ab.ca">MHECfinance@fvsd.ab.ca</a>. Order Confirmations are not acceptable, we need the actual receipt/invoice. If the receipt is not included in the email, you will need to download the receipt/invoice from the website you made the purchase from.



If you need help in forwarding a receipt, or with printing one, please stop by our office and we will gladly help you!

Remember, it is <u>your</u> responsibility to ensure that all your receipts contain all the necessary information BEFORE you submit them to us.

Thanks!

Kathryn Baer

Secretary/Finance Liaison