

Entertainment Receipt Form

Tape Receipt Here

Departments are now required to submit itemized receipts for entertainment. However, if an itemized receipt is not available, make a note to that effect to go with the credit card receipt by answering the following questions:

Was an itemized receipt available? Yes _____ No _____

Were there any alcohol charges on the credit card receipt? Yes _____ No _____

(If "yes" is checked, the alcohol expense should be broken out and paid for using the appropriate funds.)

Signature