#### Receipt Scanning Helpful Hints

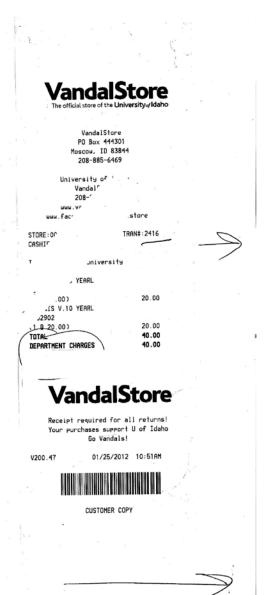
#### Preferred:

- Please review your scan for clarity and quality before you email it to <u>CNRFiscal@uidaho.edu</u> for processing.
- Please identify the following for each receipt or invoice:
  - o Budget number
  - What you purchased
  - How the purchase is related to your project scope of work
  - Identify if the purchase was on a UI Purchase Card, personal reimbursement needed or if the invoice requires payment. If UI purchase card was used, please name card holder.
- Please make sure all information is visible which may require repositioning a smaller credit card receipt on the invoice.
- It's okay to cut a longer receipt into sections for scanning but please don't destroy any information in doing so.

#### Please avoid:

- Please do not scan multiple receipts on one sheet. It is acceptable to send multiple pages in one scan. You can use the P-Card Scan Sheet available on the CNR Fiscal Services website.
- Please don't overlap information. Please make sure all information is visible, which may require multiple pages.
- Please avoid taping over the print on the receipt. This is important for thermal receipts because it erases the information.
- Please do not use a highlighter to identify information on a receipt; please use a check mark instead. Some highlighters produce blacked out information when scanned.

### Incorrect!



Taping over receipts may cause print to disappear

# Incorrect! Please don't scan multiple receipts on one page

TRI-STATE 1104 PULLMAN ROAD MOSCOW ID 83843 208-882-4555

RECEIPT 11/01/12 08:34:21 PM RECEIPT 363882 STORE 3 REGISTER 301 Clerk NICCOLETTE M Slsprsn: DANIEL M

Customer UNIVERSITY OF IDAHO
UNIVERSITY OF IDAHO
PO BOX 444244
GRAY CARD
VOSCOW, ID 83844-4244
2088856380

[tem	Price	Qty	Tota1
11942038572 CAP			
VC 02116 1600	\$1.79	1 1	\$1.79
11942038572 CAP HARLOTTE NA NA	ZIN SCH	140	
VC 02116 1600	\$1.79	1	\$1.79
98248508303 PIPE RESLINE PLASTIC	PTPF CO	V ZINX1	OFT
0830	\$7.99	1	\$7.99
38248448050 PIPE RESLINE PLASTIC	CPVC 1,	/2IN X	10FT
1805	\$3.99		\$19.95
/	Total (		8
		otal	
/01/12 08:30:04		otal	\$31.52
XXXXXXXXXX	0040	VISA	\$31.52
AAAAAAAAAA	0040	44	



ank You For Shopping At Tri-State base Retain Your Receipt for Refunds, shanges or Warranty Issues - When ring By Check, Merchandise Can't Be surned For A Refund Before 7 Business s Have Elapsed. If Before 7 Days, re Credit Will Be Given -.t-state.com 3500 SPICER RD ALBANY OR 97322 541-812-0808

009 00056 33417 11/10/12 06:54 PM SHIER SELF CHECK OUT - SCOT56

8561017113 1/2X10 CPVC <A> CPVC 1/2INX10FT FLOWGUARD GOLD 5@3.91 19.55



4009 56 33417 11/10/2012 6970

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 02/08/2013
THE HOME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
RETURN POLICY SIGN IN STORES FOR
DETAILS.

BUY ONLINE PICK-UP IN STORE AVAILABLE NOW ON HOMEDEPOT.COM. CONVENIENT, EASY AND MOST ORDERS READY IN LESS THAN 2 HOURS!

ENTER FOR A CHANCE TO WIN A \$5,000 HOME DEPOT GIFT CARD!

Share Your Opinion With Us! Complete the brief survey about your store visit and enter for a chance to win at:

www.homedepot.com/opinion

OMPARTA SU OPINION EN UNA BREVE NCUESTA PARA LA OPORT UNIDAD DE GANAR.

> User ID: 71132 67179

> Password: 12560 67123

Entries must be entered by 12/10/2012. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.



# More saving. B More doing.\*\*

5617 EAST SPRAGUE AVENUE SPOKANE, WA (509) 534-8588

4714 00009 75771 11/02/12 08:17 AM CASHIER LINDA - LGD48W

SUBTOTAL 76.99
SALES TAX 6.70
TOTAL \$83.69
AUTH CODE 012215/3095086 TA

2.0.#/JUB NAME:



PETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 01/31/2013
THE HCME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
RETURN POLICY SIGN IN STORES FOR
DETAILS.

BUY ONLINE PICK-UP IN STORE AVAILABLE NOW ON HOMEDEPOT.COM. CONVENIENT, EASY AND MOST ORDERS READY IN LESS THAN 2 HOURS!

ENTER FOR A CHANCE TO WIN A \$5,000 HOME DEPOT GIFT CARD!

Share Your Opinion With Us! Complete the brief survey about your store visit and enter for a chance to win at:

www.homedepot.com/opinion

OMPARTA SU OPINION EN UNA BREVE ENCUESTA PARA LA OPORT UNIDAD DE GANAR.

> User ID: 156545 151840

Password: 12552 151831

Entries must be entered by 12/02/2012. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

## **Correct!** Separate each receipt with justification.

**UI Purchasing Card Transaction** 

Amount: 31.52

Budget: GNKØØØ

What did you purchase?

Needs to be more information than "supplies."

Ex: PVC pipe and connectors used in the construction of flume for river flow experiments.

How does this purchase relate to your project scope of work?

Ex: This project traces flow of sediment in rivers and flume is the method used.

Tape your receipt here

(Please avoid taping over the print on the receipt)

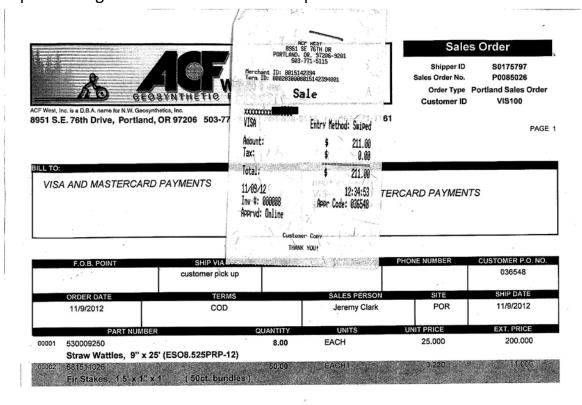
TRI-STATE 1104 PULLMAN ROAD MOSCOW ID 83843 208-882-4555

RECEIPT 11/01/12 08:34:21 PM RECEIPT 363882 STORE 3 REGISTER 301 Clerk NICCOLETTE M Slsprsn: DANIEL M

Customer UNIVERSITY OF IDAHO UNIVERSITY OF IDAHO PO BOX 444244 GRAY CARD MOSCOW, ID 83844-4244 2088856380

Item	Price	Qty	Total
611942038572 CAP	2IN SCH4	0	
CHARLOTTE NA NA PVC 02116 1600			\$1.79
611942038572 CAP CHARLOTTE NA NA			¢1 70
PVC 02116 1600 098248508303 PIP	E PVC DWV	2INX10F	φ1.75 Τ
CRESLINE PLASTIC 50830	\$7.99/	1	
098248448050 PIP CRESLINE PLASTIC	PIPE CO	na na	
44805	\$3.99 Total U	nits	\$19.95 8
		otal	\$31.52 \$31.52
11/01/12 08:30:0	4 PM ■ 0040		\$31.52

**Incorrect!** Please make sure all information is visible which may require repositioning a smaller credit card receipt on the invoice



	Notes:			
	EXMT	Freight Exempt		
			Merchandise Total	211.00 0.00
			Shipping & Handling	0.00
			Total Misc. Charges	0.00
			Sales Tax	0.00
STATISTICS OF THE PARTY OF THE	*Receiving Docum	We appreciate your business.  ent only - Invoice to follow * *All returns must be approved and are subject to a restocking fee*	TOTAL	211.00
Name of Street				

# Correct! Repositioned credit card receipt so not to obstruct invoice information



Shipper ID Sales Order No.

P0085026

Order Type Portland Sales Order Customer ID VIS100

PAGE 1

BILL TO:	SHIP TO:
VISA AND MASTERCARD PAYMENTS	

F.O.B. POINT	SHIP VIA	C	RDERED BY	PHONE NUMBER	CUSTOMER P.O. NO
	customer pick up				036548
ORDER DATE	TERMS		SALES PERSON	SITE	SHIP DATE
11/9/2012	COD		Jeremy Clark	POR	11/9/2012
		OLIVATITY	LINUTE	UNIT PRICE	EXT. PRICE
PART NUMBE 0001 530009250	R	QUANTITY 8.00	UNITS	25.000	200,000

Straw Wattles, 9" x 25' (ESO8.525PRP-12)

Freight Exempt

Notes:

**EXMT** 

VISA Amount: Tax: Total: 11/09/12

Inv #: 000008 Approd: Online

Shipping & Handling Total Misc. Charges

\*Receiving Document only - Invoice to follow \* \*All returns must be approved and are subject to a restocking fee

We appreciate your business.

0.00 211.00

211.00 0.00 0.00

0.00