



## SAM'S CLUB RECEIPT FORM

- Remember to provide a signed, itemized receipt.
- Form needed for each receipt.
- All receipts smaller than an 8 1/2 X 11 sheet of paper must be taped to an 8 1/2 X 11 sheet of paper.
- Paperclip receipt to the back of this form.

**\*\* DO NOT STAPLE RECEIPT \*\***

The following information is required for auditing purposes:

DR/BPO/PO#: \_\_\_\_\_

CARDHOLDER: \_\_\_\_\_

Vendor: **SAMS' CLUB**

Total: \_\_\_\_\_

Detailed Description of Purchase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification for Purchase: \_\_\_\_\_

\_\_\_\_\_

Cardholder signature: \_\_\_\_\_

Supervisor/Administrator Signature: \_\_\_\_\_

**Fund 1**                      **Verify state code to make sure purchase is allowable.**  
**Fund 2/Grants**         **Attach grant documentation showing purchase allowable.**

**Forward to Accounts Payable**

**Office Use Only**

Billing Date \_\_\_\_\_

Reconciler Initial \_\_\_\_\_ Date \_\_\_\_\_

Approver Initial \_\_\_\_\_ Date \_\_\_\_\_