

SOUTHEASTERN UNIVERSITY

American Express Receipt Guidelines

The Business Office has implemented a new procedure to increase the efficiency of storing our back-up documents. We now scan documents for storage instead of keeping them boxed for long periods of time.

To ensure that the documents are accurate, legible and easy to scan we ask that you adhere to the following rules.

1. All receipts must be taped to an 8 ½ x 11 sheet of paper unless the receipt itself is that size.
2. When taping receipts, please be careful NOT to tape over wording as the tape removes the wording off of most receipts and once scanned are not able to be read.
3. DO NOT fold receipts before taping them. If the receipt is too long, please cut at an appropriate location and tape both items separately.
4. DO NOT put receipts together and tape as one. For example, if you have a receipt for a meal that list the meal items and you have a receipt that only shows the cost, tip and total, please tape each receipt separately.
5. Lastly, please do not over use the tape in case the document imaging specialists have to adjust any of the receipts you have submitted.

If you submit an AMEX bill with attached receipts that do not adhere to the above rules, they will be sent back to you to fix. This will reduce the amount of time wasted by the specialists re-doing your work.

Publix

Publix in the Highlands (863)607-4522
Store Manager: Samantha Clifton

STARBUCKS \$15	15.00
Account #XXXXXXXXXXXX2806	
STARBUCKS \$25	25.00
Account #XXXXXXXXXXXX1600	
OLIVE GARDEN \$25	25.00
Account #XXXXXXXXXXXX0742	
OLIVE GARDEN \$25	25.00
Account #XXXXXXXXXXXX8436	
OLIVE GARDEN \$25	25.00
Account #XXXXXXXXXXXX2602	
CARRABBA'S \$50	50.00
Account #XXXXXXXXXXXX7912	
CARRABBA'S \$50	50.00
Account #XXXXXXXXXXXX7987	
Balance Due	215.00
SUBTOTAL	215.00
Sales Tax	0.00
ORDER TOTAL	215.00
Credit Payment	215.00

PRESTO!
Reference #: 510951-003
Trace #: 0010010021
Acct #: XXXXXXXXXXXX
Purchase American Express
Amount: \$215.00
Auth #: 560995

Change 0.00

Your cashier was Jasmine
Today you shopped at store 0671

P.O. Box 407
Lakeland, FL 33802-0407

11/14/2007 17:08 SC671 R151 1513 C0411

Where Saving Is
Part of the Pleasure

Publix Super Markets, Inc.

Gift cards for
Noel-Levitz Surveys

Staff/Faculty

\$100 Carrabba's
\$50 Olive Garden
\$25 Starbucks

Students

\$25 Olive Garden
\$15 Starbucks

This is an example of good
detail to add to a receipt.

The cardholder explains the
detail behind the purchase.

Welcome to Crispers!
217 N KENTUCKY AVE.
LAKELAND FL, 33801
(863)682-7708

Order: TERMS 11/02/
e 63/1 1:0
Items: 1
#500

ant Chicken
oney Lime
l Beverage
egular Size Cold Bev
il Caesar
esar
cken Caesar Wrap
l Beverage
egular Size Cold Bev
ollers - Dozen
hite-Chocolate
- Chicken
oney Mustard
B Mixed Cheese
Avocado
Eggs
/FOR Tomatoes
Broccoli
l Beverage
arge Size Cold Bev

Total 3
3
3

Auth:528620

Balance Due 0.

We would love to hear from you. Please call at 1-877-249-0673 Ext. 199
Now offering fast & friendly curbside service for your convenience!

25
SALAD SENSATIONS
3598 PEACHTREE ROAD
ATLANTA, GA 30326

NAL I.D. # 826988
TANT # 878827085638181

LEX
LE
888283 INU: 000032
NOV 83, 07 TIME: 15:00
82830831 AUTH: 100850

BASE \$8.10

TIP \$1.00

TOTAL \$9.10

TIP GUIDE
15% = \$1.21 20% = \$1.62 25% = \$2.00

This example demonstrates what happens when tape is placed over the words/numbers on a receipt.

WHOLE FOODS MARKET

21105 Biscayne Blvd
Aventura, Florida 33180

LUNDBG RICE CK OG 2.99 F
HONEST TEA OG MANG 1.49 B
CAPRINO CLASSICO S 7.99 B
**** TAX .67 BAL 13.14

VF AMEX 13.14
Acct # *****
Seq # 7411
Authorization # 532108
CHANGE .00

TOTAL NUMBER OF ITEMS SOLD = 3
11/13/07 5:24 PM 0805 01 0483 140

Your cashier today is DYANNE
404-413-1543
April, available at Whole Foods.com

Seasons 52
FRESH GRILL

2428 East Sunrise Blvd.
Fort Lauderdale

Server: Tracy C 11/13/2007
Table 501/3 2:19 PM
Guests: 1 50019

Pan-Seared Snapper 19.95

Sub Total 19.95

Tax 1.20

Total 21.15

Balance Due 21.15

1.00
Visit us at www.Seasons52.com 22.15

Thank you for dining at Seasons 52

WHOLE FOODS MARKET

21105 Biscayne Blvd
Aventura, Florida 33180

HONEST TEA OG LORI 1.49 B
365 DK CHOC MINT C 1.69 B
1.74 LB @ 7.99 /lb TARE = .10
WT PREPARED FOODS HOT 13.90 T
ITEM = 20037

0.97 LB @ 7.99 /lb TARE = .10
WT SALAD BAR 7.75 T
ITEM = 15708

**** TAX 1.74 BAL 26.57

VF AMEX 26.57
Acct # *****
Seq # 1349
Authorization # 527829
CHANGE .00

TOTAL NUMBER OF ITEMS SOLD = 4
11/14/07 1:58 PM 0805 07 0238 130

Your cashier today is WANNESHA

on

No overlapping of receipts.