Receipts should be kept for every transaction. It is important to note that it is necessary to keep both the credit card confirmation (signed copy) and the detailed receipt showing descriptions for purchase for auditing purposes.

DATE 06/01/2016 WED

ZUCHINNI GREEN	$4.66
0.778kg NET @ $5.99/kg	
BANANA CAVENDISH	$1.32
0.442kg NET @ $2.99/kg	
SPECIAL	$0.99
SPECIAL	$1.50
POTATOES BRUSHED	$3.97
1.328kg NET @ $2.99/kg	
BROCCOLI	$4.84
0.808kg NET @ $5.99/kg	
BRUSSEL SPROUTS	$5.15
0.322kg NET @ $15.99/kg	
SPECIAL	$0.99
GRAPES GREEN	$7.03
1.174kg NET @ $5.99/kg	
PEAS SNOW	$3.27
0.218kg NET @ $14.99/kg	
TOMATOES GRAPE	$2.99
LETTUCE ICEBERG	$2.49
SUBTOTAL	$39.20
LOYALTY	-15.00
SUBTOTAL	$24.20
SUBTOTAL	$24.20
SUBTOTAL	$24.20
TOTAL	**$24.20**
CASH	$50.00
CHANGE	$25.80

You will need both the detailed receipt and the signed credit card confirmation to turn into the office upon return.

Credit cards are obtained from the HISD Administration office. If you are not sure you should have a school card for your trip, please contact the Curriculum office at X276 or X336 for assistance.

All cards must be signed out a day before your trip and returned as soon as you return to the district from your trip.

Sharon Mayo or Brandy Nabors can assist with credit cards.