**Receipt Requirements**

The following information is required on the receipt. If information is missing, the Controller’s Office may request additional information.

a. The name & address of the seller or supplier  
b. The date of the transaction  
c. The receipt should be itemized  
   [a full description of the goods or services]  
d. The name of the card holder used for payment  
   [this should match the name on the reimbursement request]  
e. The type of payment/card [VISA, MasterCard, Amex, Discover]  
f. The last four digits of the card number  
g. The *balance due* should show that the expense has been paid in full or applied to the invoice  
h. Information must be in English or the department must provide a translation along with the receipt plus the currency conversion amount.