


# RECEIPT MANAGEMENT



Receipts are important documents because they represent the amount of money spent on food, utilities, supplies, and food services. Without your monthly receipts ACD, cannot justify your claim for reimbursement.

## RECEIPT REMINDERS

- ✔ **Personal and center receipts should be kept separate.** Please complete two transactions at the store if necessary to prevent personal items appearing on the center receipt.
- ✔ **Receipts must be legible and reflect the following information:** date, method of payment, vendor name, and each item and its price.
- ✔ **Food stamps may not be used to buy food used on the Child and Adult Care Food Program (CACFP).**

## RECEIPT SUBMISSIONS

**Non-Food Costs** - Report the cost of non-food supplies purchased or used, plus the cost of distributing, transporting, or storing non-food supplies. Non-food supplies include small kitchen equipment, paper goods (such as napkins and plates), and cleaning supplies used directly for the food service operation. For more examples of creditable and non-creditable items, please refer to the receipt categories handout.

**Food Costs** - Report the cost of food and meals purchased or used, plus any costs of processing, distributing, transporting, storing, or handling food on each claim.

- ✔ Report food and non-food costs for meals and snacks that are claimed only. Do not include non-food supplies used for unapproved meals and snacks.
- ✔ Support all food and non-food costs with receipts or billings that show the date, method of payment, vendor name, and each item and its price.
- ✔ Ensure all receipts are legible and reflect the method of payment, date, cost, and the location of the purchase.



### Michigan Office

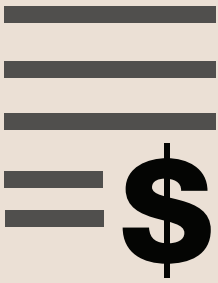
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# SAMPLE RECEIPTS



Correct Receipt

Incorrect Receipt

**3 Thrifty Mort's Mart**  
**1** 10/01/20XX

Wheat Bread	← <b>4</b> →	\$1.39
Canned Corn		\$.60
Plums		\$23.98
Dish Soap <i>NF</i>		\$1.99
Mustard		\$2.29
Frying Pan <i>NF</i>		\$39.99
Milk		\$1.89
Milk		\$1.89
Milk		\$1.89
Napkins <i>NF</i>		\$3.49
Subtotal		\$79.40
Tax		\$4.76
Total		\$84.16

**2** MasterCard ending in 5555  
 Thank You!

**Required Information:**

- Date of purchase
- Method of payment
- Vendor name
- Each item and its price

*NF* - Each non-food item must be labeled with a "NF" on the receipt using a pen.

**3 Daisy Dairy**  
**1** 10/30/20XX

Milk		\$1.60
Milk		\$1.60
Milk		\$1.60
Milk	← <b>4</b> →	\$1.60
Total		\$6.40

**2** MasterCard ending in 5555  
 Thank You!

**Milk Reminder: Receipts must show an appropriate amount of milk for your center. Please contact ACD if you have any questions about how much milk your center should be purchasing.**

**3 Quality Meats**

Ground Beef - 5 @ \$1.79	\$8.95
Chicken - 7 @ \$1.99	\$13.93
Meat Balls - 4 @ 12.39	\$49.56
Milk	← <b>4</b> → \$1.80
Total	\$74.24

**2** Visa ending in 50000  
 Thank You!

**1** 10/15/20XX

**Corner Shop**

*Personal items should be purchased separately.*

Frozen Fish	\$12.29
Bug Spray	\$6.79
Barbie Doll	\$29.99
Napkins <i>NF</i>	\$3.49
Pancake Mix	\$4.83
Subtotal	\$57.39
Tax	\$3.44
Total	\$60.83

*No date of purchase listed.*

Cash Payment \$100  
 Change Given \$39.16

**Required Information:**

- Date of purchase
- Method of payment
- Vendor name
- Each item and its price

*NF* - Each non-food item must be labeled with a "NF" on the receipt using a pen.

**Before sending receipts, double check the following:**

- ✓ All necessary information is visible
- ✓ No personal purchases appear on the receipt
- ✓ All non-food items are marked as "NF"
- ✓ No foods were purchased using food stamps or government assistance